

**Pathway Goal:** Infrastructure and Shared Governance    **Report:** Mid-Year: December 2017  
**Action Item #** 3-1

**Action Item Description:**

Address an array of urgent issues to improve business processes:  
 Onboarding

**Submitted By:**

Name	Department
Michael Lawrence	Administrative Services

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**Working Group Members:**

Name	Department
Michael Lawrence	Administrative Services
Lori Temple	Office of Information Technology
Craig Tople	Summer Term
Erin Azua	VP for Research & Economic Development
Cecilia Maldonado	Urban Affairs
Ngai Pindell	Faculty Affairs
Meliscia Gilbert (Peer Connections)	Budget Office
Lydia Del Rio (Peer Connections)	Administrative Services
Patricia Pablo (Peer Connections)	Math Department

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**Process and Timeline: Provide a brief summary of the year-long process for your working group.**

- Rollout and monitoring of onboarding process.
- Determine who owns this process and how to make it sustainable.
- Merge NSHE ID with onboarding (Nancy/Chancellor).

**Describe what has been accomplished so far this year.**

Workday has changed the way employees are On boarded at UNLV and the committee has contacted HR to understand the new process and seek ways to measure completion and evaluate the current process seeking feasible improvements and changes where possible given much of Workday is NSHE driven.

- An Onboarding Workday Job Aid has not been created, but it is in progress.
- Departments can run the Onboarding Status Summary - HCM - SC (NSHE) Report to check the progress for their new hires.
- The report does not provide average time to completion however a custom report can be developed (requested) to collect this information. And the committee will be requesting this report.
- OIT has advised that there are some inconsistencies as far as timing as to when the NSHE and EID are generated. It should generate soon after the new hire provides some personal data after the offer acceptance. As soon as OIT works out the technical issues, they will provide more information to campus.

Peer Connections - As of the last update from the Peer Connections Committee

- Peer Guides: 100
- Current Matches: 38 (in-progress)
- Concluded Matches: 39 (4-month period completed)
- Survey responses from both the peer guide and new employee are being collected and evaluated by the Peer Connections Committee.
- Participated in the New Faculty Orientation Program this academic year.

HR Toolkit and Website

- According to HR, at some point they will developing an onboard page that we began discussing early this year. It has lowered on the priority list as a result of Workday, but will be of focus again early next year.

Department Onboarding Coordinator

- Since the suggested policy was not approved, the committee is evaluating alternative options.

**Identify next steps.**

- Continue to work with HR to ensure that a Workday Job Aid for Onboarding is created and easily accessible to new hires. Perhaps this step can be included in the job offer letter.
- Identify the steps and timeline to obtain a custom report that can track the average time to completion for the Onboarding activates
- Once HR has a chance to regroup after the launch of WD, the committee will need to work with them to update the toolkit with the new WD business processes and information.
- The Peers Connections committee has been asked to help the university find creative and appreciated way to encourage to keep that successful program sustainable.

**What will your final product be at the end of the year? Such as, what metrics which will be used to assess your progress/achievement, will a report be generated, etc?**

It is the expectation of the committee that at the end of this year we will be able to deliver:

- An Onboarding Toolkit in the form of a website that is part of HR's website. The website will include all the information and tools necessary for a department and new hire to onboard.
- Human Resources will work with the relevant stakeholders to create a job aid to assist with the Workday Onboarding process for the new employees. Ideally, the job aid will be sent along with offer letters.
- As a means to track progression through the Onboarding process HR will work with the proper folks internally to request a custom report from Workday to track the average time for completion of Onboarding activities.
- The Peers Connections committee will identify and considers recommendations to ensure the Peer Connections program is rewarded and kept sustainable.

**You may have reference material to attach to this report. Select from the list.**

No additional reference material

**OR**

Any material generated by this working group (if completed at this time)

**Additional information to include (optional).**

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**End of Mid-Year Report**  
**Remainder of the report will be completed in May.**

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**Year-End**

**This portion is to be completed in May.**

### 2017-18 Accomplishments.

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### SWOT Analysis: Determine the strengths, weakness, opportunities, and threats presented in the data.

Strength(s)	
Weakness(es)	
Opportunity(ies)	
Threat(s)	

### 2018-19 recommendations and next steps

- **What does the SWOT analysis reveal?**
- **What should the goals / activities be for the subcommittee?**
- **Who should be responsible?**

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### You may have reference material to attach to this report. Select from the list.

<input type="checkbox"/> No additional reference material
<b>OR</b>
<input type="checkbox"/> Any material generated by this working group

### Additional information to include (optional).

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**End of Report**

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