If job family = Academic or Administrative Faculty, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided during recruitment) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee updates their personal information and changes email to their new work email address.
7. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
8. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, oath, withholdings, W2).
9. Central HR populates the oath date.
10. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
11. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
12. Onboarding is complete.
If job family = Letter of Appointment, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee completes the criminal convictions and nepotism policy.
7. Central HR reviews and approves task.
8. The employee updates their personal information and changes email to their new work email address.
9. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
10. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, oath, withholdings, W2).
11. Central HR populates the oath date.
12. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
13. The hiring manager or administrative assistant creates period activity pay (applicable groups; PTI’s, etc.)
14. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
15. Onboarding is complete.
If job family = Classified Staff, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. Central HR assigns collective agreement.
3. The HR/Finance Coordinator will approve the hire bp.
4. Central HR reviews and approves the hire bp.
5. OIT creates an ACE account and emails (email provided during recruitment) the employee to activate their ACE credentials.
6. The employee activates ACE credentials and logs into Workday.
7. The employee updates their personal information and changes email to their new work email address.
8. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
9. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, withholdings, W2).
10. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
11. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
12. Onboarding is complete.
If job family = Temporary Hourly, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee updates their personal information and changes email to their new work email address.
7. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
8. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, withholdings, W2).
9. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
10. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
11. Onboarding is complete.
If job family = Student Employee, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee updates their personal information and changes email to their new work email address.
7. The employee completes all assigned tasks in Workday (government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, payroll direct deposit, withholdings, W2).
8. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
9. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
10. Onboarding is complete.