Step Seven: Onboard

The onboarding process has steps that need to be completed before the candidate can be cleared to start work, on their first day, and within 30 days from their start date.

Before the employee's first day

Steps to be completed before the candidate can be cleared to work include:

1. Workday onboarding

- After the manager completes the Hire step and Employee Services approves, the candidate receives a series of onboarding action items in Workday they must complete before they can be cleared to start work. Steps include entering contact information, completing policy sign-offs, entering payment elections, and completing Form I-9.

2. Form I-9

- If possible, the candidate should schedule an appointment with Employee Services before their start date to complete the in-person portion of Form I-9. The candidate will need to bring with them unexpired, original documents from the list of Form I-9 Acceptable Documents.

  (As noted in the instructions, the candidate can **EITHER** bring one document from List A **OR** bring one document from List B <u>and</u> one document from List C.)

3. Additional resources

- If the employee needs resources not previously requested (e.g., access to a specific application), the manager should place an IT ticket through the Lynn University Service Center.

4. Clearance to work

- After the employee has completed the new hire process and all approvals are received, the manager receives an inbox item in Workday with clearance to start work and an onboarding checklist. Employee Services will also email the manager the employee's log-in information to share with them on their first day. Note - faculty may be provided their log-in information prior to their first day.

On the employee's first day

Employees should follow the steps below in the order they are listed to ensure they have the resources needed to complete each step.

1. When the employee arrives to campus:

- Campus Safety will direct them to visitor parking.
- If the employee did not complete the in-person portion of Form I-9 previously, their first stop needs to be Employee Services.
  - If the employee completed Form I-9 previously, they may head straight to their department.

2. IT access

- Upon arrival, the manager should provide the employee the email they received with log-in credentials to Lynn University systems.
  - If the employee needs additional support (e.g., log-in difficulties), the manager should place an IT ticket through the Lynn University Service Center.

3. Employee ID

- Full and part-time regular employees should make an appointment to get their Lynn ID from the first floor of the Eugene M. and Christine E. Lynn Library.

4. Parking decal

- Full and part-time regular employees should complete an Employee Vehicle Registration Form for each vehicle they plan to bring on campus.
  - The manager should guide the employee to the Campus Communication Center to get their parking decal.

5. Lunch

- Managers of full-time employees should take the employee to lunch at Mary's Kitchen using the meal passes provided by Employee Services. If the manager is unavailable, a designee may take the new hire instead.

In the employee's first 30 days

1. New hire orientation

- Full-time employees will receive an invitation to attend a new hire orientation within their first two weeks of employment. Orientation is required for all full-time new hires to receive important information about Lynn's culture and benefit options.
- Full-time employees will receive an invitation to a quarterly Coffee with the President.

2. Benefits enrollment

- Full-time employees are eligible to participate in university benefit plans.
- Healthcare plans need to be elected within 30 days from the date of hire and coverage begins the first day of the month following employee's hire date.
- At new hire orientation, employees receive valuable benefit information, learn how to make elections in Workday, and have the opportunity to ask questions.

3. Directory Photo

- Full-time employees should email headshots@lynn.edu for an appointment to take their photo for the campus directory.

4. Training

- All new employees are required to complete new hire training.
    - Employees will receive an email with credentials to log into SafeColleges, Lynn's online training system.
    - They have 30 days from date of hire to complete all required trainings.