

New Employee Onboarding

Manager completes onboarding tasks assigned to them for their new employee. They can also monitor tasks assigned to the new employee to ensure they are being completed.

Audience: Managers

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Manage Your Assigned Tasks
- 3.0 Alternative Ways to Complete Your Assigned Tasks
- 4.0 View Your Employee's Progress with their Onboarding Tasks

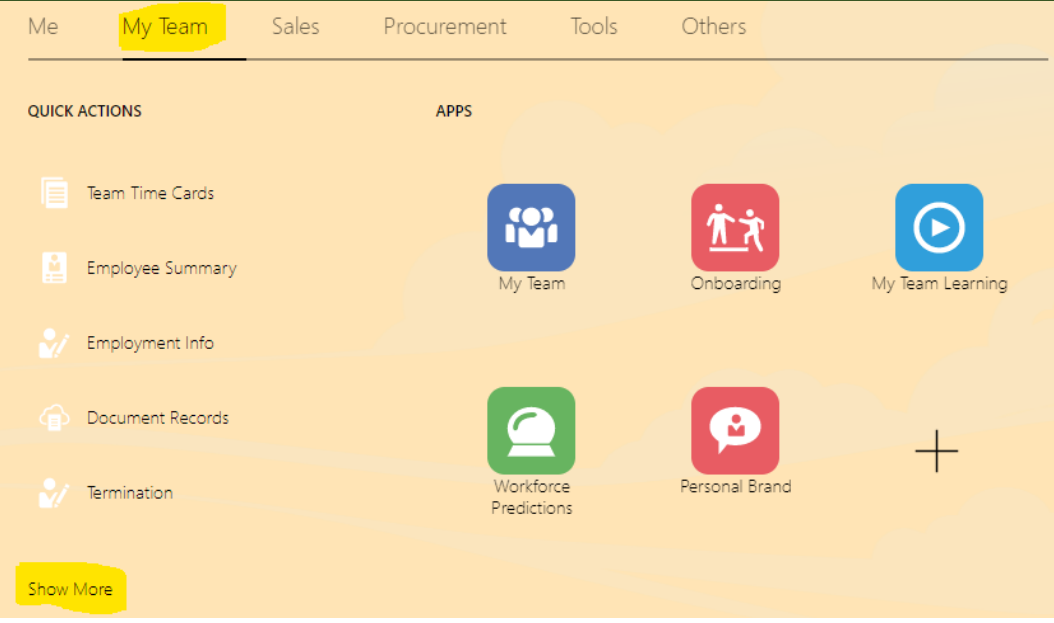
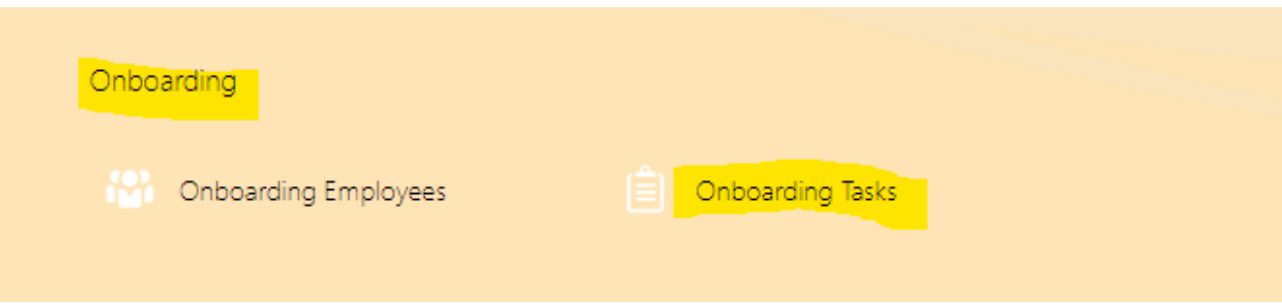
Additional Resources:

- [GMHEC Knowledgebase](#)

Onboarding Checklists are assigned to Pending Workers by Human Resources by employee type (Student, Staff, Faculty, Adjunct, etc.). Each Checklist has tasks that are assigned to the Manager and to the new Employee that must be completed.

Process Step & Description	Action
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<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path My Team > Show More > Onboarding Employees <p>From the Home screen:</p> <ul style="list-style-type: none"> • Click "My Team" to review Manager Self-Service applications. • Click "Show More" under "Quick Actions", then select "Onboarding Tasks".
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	 <p>Onboarding</p>  <p><i>Note: As tasks are completed or assigned you will receive Notifications. Some notifications require an action, while others are just FYI (For Your Information). You can see all of your notifications by clicking on the "Bell" icon.</i></p>
<p>2.0 Managing Your Assigned Tasks</p>	<p>Managing Your Assigned Tasks</p> <p>From the Onboarding Tasks screen, you will see all the tasks that are assigned to you.</p>





My Tasks

Search by person name or task

Show Filters

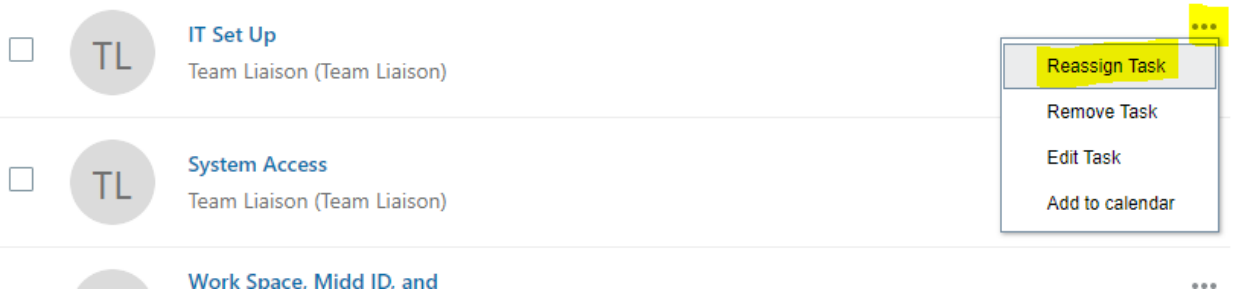
Actions




Sort By

-  **IT Set Up**
Team Liaison (Team Liaison) ...
-  **System Access**
Team Liaison (Team Liaison) ...
-  **Work Space, Midd ID, and Parking**
Team Liaison (Team Liaison) ...
-  **New Employee I-9 Reminder**
Team Liaison (Team Liaison) ...

You also have the option to reassign the task to someone else by initiating the “action” button.

- Select Reassign Task



-  **IT Set Up**
Team Liaison (Team Liaison) ...
-  **System Access**
Team Liaison (Team Liaison) ...
-  **Work Space, Midd ID, and**
Team Liaison (Team Liaison) ...

To perform a task assigned to you:

- Click on the task name.

My Tasks

Search by person name or task Show Filters

| Actions Sort By Due Date - Oldest to Latest

- KS** IT Set Up
Kory Sterling (Kory Sterling) ...
- KS** Computer Hardware
Kory Sterling (Kory Sterling) ...
- KS** System Access
Kory Sterling (Kory Sterling) ...

After clicking on the task name, you will be taken to a screen that allows you to:

- Go To Task
- Mark “Complete”
- Select more “Actions”



Note: Not all tasks will display a “Go To Task” button.

Alternative Ways to Complete Your Assigned Tasks

From your home screen:

- Click the “Bell” notification icon to review tasks assigned to you.



- Review the list of tasks assigned to you.
- Click on the name of the task to open up the task details

ACTION REQUIRED 3 weeks ago

Task Phone Allocated for Kory Sterling (Kory Sterling), 1574 Was Assigned to You
Roland Palmer (Roland Palmer)

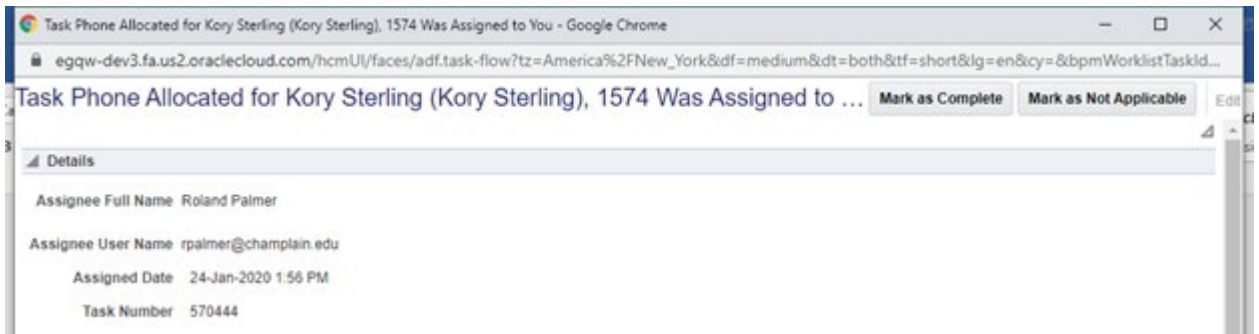
ACTION REQUIRED 3 weeks ago

Task IT Set Up Allocated for Kory Sterling (Kory Sterling), 1574 Was Assigned to You
Roland Palmer (Roland Palmer)

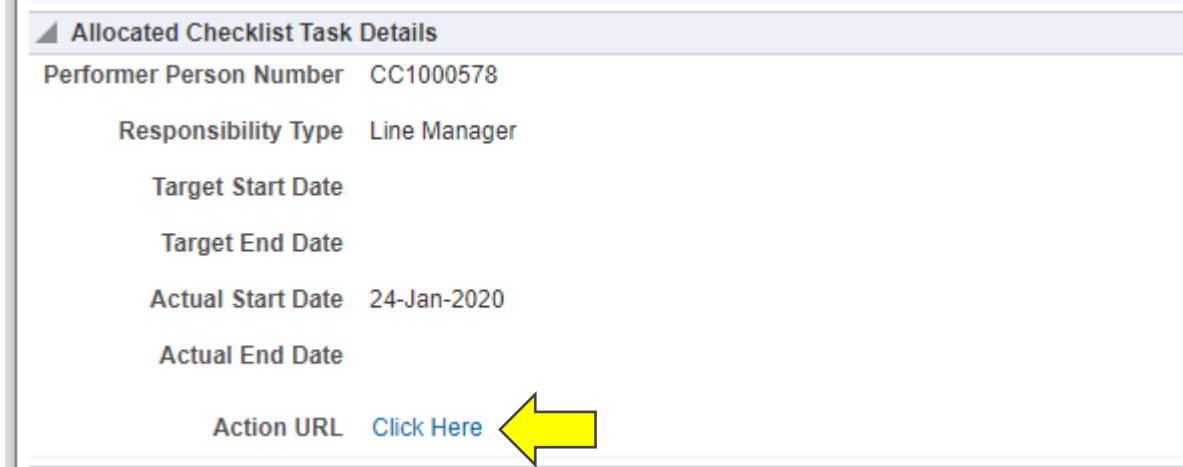
Within the pop-up with task details, you can:

3.0 Alternative Ways to Complete Your Assigned Tasks

- Mark as Complete
- Mark as Not Applicable



- To go to the task, scroll down to “Allocated Checklist Task Details”
- Locate “Action URL”
- Click on “Click here”



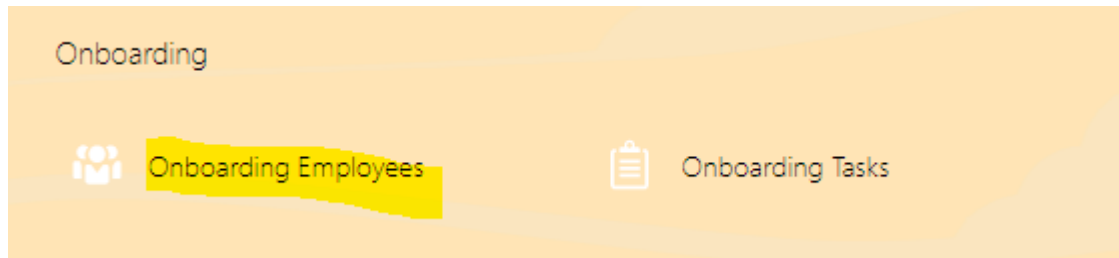
You will now be redirected to your task screen where you can see more details, mark as complete, initiate other actions, or “Go to Task.” *Note: Not all tasks will have the “Go to Task” button.*

4.0 View Your Employee’s Progress with their Onboarding Tasks

View Your Employee’s Progress with their Onboarding Tasks

From the home screen:

- Click on “My Team” to review all Manager Self-Service applications
- Click on “Show More” under “Quick Actions”, and select “Onboarding Employees”



At a glance, you can see:

- Their starting date
- # of Overdue Task
- # of Tasks completed

Employees

Search by name [Show Filters](#)

Sort By

CC	Crew Custodian (Crew Custodian) Started on 21-Feb-2022	0 Overdue Task 3/16 Tasks complete
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- Click on the Employee's Name to see more details

On the Employee Progress screen, you will be able to see both your incomplete tasks, which will be the first set of tasks, and your employee's incomplete tasks. The last section on this screen lists all "Completed Tasks." From this screen, you can also identify which tasks are required and optional for your employees.



Employee Progress

Crew Custodian (Crew Custodian)

Checklist Name MIDD BE Staff New Hire Checklist	Checklist Category Enterprise onboarding
Required Tasks Completed 3/16	Overdue Tasks 0

Basic Information ▼

My Tasks

- Actions ▼
- New Employee I-9 Reminder** ...
Required
- System Access** ...
Required
- Work Space, Midd ID, and Parking** ...
Required

- Incomplete Tasks ▼
- Others' Incomplete Tasks ▼
- Tasks Awaiting Allocation ▼
- Completed Tasks ▼

Incomplete Tasks ^

- Actions ▾

- Benefit Enrollment** ...
Required

- Family and Emergency Contact** ...
Required

- Health Declaration** ...
Required

- I-9 Sections 1 and 2** ...
Required

- New Employee Resources** ...
Required

- Personal Information** ...
Required

- Required Training** ...
Required

- Sign up for Direct Deposit of your Paycheck** ...
Required

- W4** ...
Required