

Onboard for New Employees

What You Need To Know



- Onboard is a user friendly feature of the HR-TMS online portal that will allow new employees to conveniently access, complete, and submit forms as well as upload documents electronically.
- The Onboard feature can be used to access information for Staff, Service, Professional, and Faculty employees.

How It Works

You have **10** tasks.

<input type="checkbox"/>	TASK	RELATED STAFF	CHECKLIST	DUE DATE
	I-9	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	I-9 Supporting Documents	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	Direct Deposit	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	Confidentiality & Information Access	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	Acknowledgement of Employee Handbook Access	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	Indiana State Tax Form	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	Universal Availability Notice	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	W-4	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	PERF Membership Record	Charlie Cardinal	NH Checklist (Staff)	09/09/2016
	2016 PERF at a glance	Charlie Cardinal	NH Checklist (Staff)	09/09/2016

- New employees will receive an email to their personal email account containing instructions and a link to direct them to the Onboard site.