NEW HIRE JOB AID
CONDUCT ONBOARDING ACTIVITIES

This Guide covers the steps the New Hire take as part of onboarding a new employee.

1. The New Hire will receive an email sent to their personal email to welcome them and guide them to use the provided link to connect to workday. There will be a series of actions in their inbox to Complete New Hire Tasks. These tasks will come in a series based on dates and completion of items. The first set of tasks will be available as soon as the OS completes the orientation selection task. The second set of tasks will be available three days before the start date. It is important for the new hire to complete all tasks in a timely manner. While some employees will have more actions than others, most will have the following to complete:

- Review Benefits
- Enroll in Benefits (There is a 30 day window for this action)
- Update Personal Information
- Upload your photo to your profile
- Complete Section 1 form I-9 for employee eligibility verification

**NOTE:** For Remote locations - If there is no Onboarding Specialist at the employee’s remote location, the employee will receive information from the OS regarding how to proceed with completion. The Onboarding Specialist will review and complete Section 2.

- Set up your SecurID Token
- Disability Self-Identification
- Change Emergency Contacts
- Add Payment Elections
- Review/sign agreements (Intellectual, Proprietary, Ethics),
- SMART card form
- Other agreements

2. They will follow the on-screen instructions and complete the steps for each task. Some tasks require the new hire to acknowledge them, some are informational and some may require an action to upload documents, if applicable.
3. If a DAEO letter is required, the new hire will need to upload this document in the task and the OS will validate this is done before the new hire will be allowed to start. If this document is not provided 7 business days before the start date, it may cause the start date to be pushed back. The new hire will not be allowed to start if one is required and not provided.

4. The New Hire will then need to attend the New Firmwide Orientation (NFO). If they start on a day other than Monday or are in a remote location, they will attend the NFO online. They will receive the information for either in person instructions or online instructions based on the OS selection of orientation attendance.

**UP NEXT:** The New Hire will meet with their Onboarding Specialist to complete the I-9 process (if starting in an office with an OS or in McLean- Learning Lab. Otherwise, they will meet with designated POC on day one to complete this)