Graduate Student on Contract
On-Boarding
UD Graduate Students At Work
The Role of Human Resources

Based on the assessment, it was discovered that Human Resources needed to realign its resources and focus on all three areas:

- **Strategic**
  - Big picture – future oriented

- **Operational**
  - Day to day challenges

- **Administrative**
  - Compliance and recordkeeping
Initiatives and Updates

Redesigning Core Processes
• Mapping Process
• New Hire JED & Central On-Boarding Initiative

Education & Training Initiatives
• AMA Training
• Performance Appraisal & Goal Setting Training
• Training Survey

Performance Appraisal System
• Revised format—and goal setting process
  http://www.udel.edu/EMPRELATION/appraisal.html

Equality & Diversity
• Diversity Action Council

Human Resources Team (Training, Cross-Training, Enhancements)
What is On-Boarding All About?

On-Boarding is a centralized process for new employees to complete all required paperwork with the goal of successfully integrating new employees into UD’s organizational culture with less stress and less errors.

What are the Benefits?

1. Consistent and effective process to welcome new employees to the University creating a positive first impression!
2. More timely entry into the Payroll and Benefit systems!
3. Less missed pay!
4. More efficient process with less duplication of effort!
5. Quicker process for Colleges and Departments to grant new employees access to systems and applications that utilize HR data for security!
NEW On-Boarding Process for Graduate Students on Contract with Stipend

Onboarding New Hire JED Process

Step Descriptions

Employee Entry: Demographic & Personal Data

HR Entry: Job Information

DRAFT
May 10, 2009

Step 1
QuickBio

Employee ID

Interface with UOSSD

Existing: Full
Current ID

New Employee ID

Step 2
Employee
Direct Deposit

Data Section

(Phase 0-10)

Step 3
W-4 Information

Data Submitted

Step 4
Job Information

Step 5
Benefit Data, Compensation Information

Step 6
Tenure, Contract, Mailing Information

Step 7
Reviewing

Data Submitted

Update Processors

Issues 16, 18, 20, 21

Grades Office receives department information on contracts

Issue 22

Fees JED with account, rate, and date information

Step 8

Step 9

Canceled form

Feedback

Employee Entry (FlexNet): Benefits

Open Enrollment

Process Map Needed

Yes

Type of Event

No

Issue 6, 8, 2

Issue 12

Issue 10

Issue 11

Issue 5

Add Dependent Details

Error in Benefits:

• Medical
• Dental
• Vision
• Employee Life Insurance
• Dependent Life Insurance
• Long Term Disability
• Disability Plan
• Blood Bank

Process Map Needed

Process Map Needed

Confirmation Page?

FSA Section

Printable Website

Data Submitted

Need Password

Issues 10, 11, 12, 13
Who’s Responsible for Whom?

Office of Human Resources Centralized On-Boarding:
1. Benefited Employees
2. Post Doctoral Fellows
3. Graduate Students on Contract

HR Liaisons Departmental Responsibility:
1. Miscellaneous Wage Employees
2. Supplemental Faculty and Professionals
3. Undergraduate Students
4. Graduate Student Labor(not on Contract)
5. Non-Paid Employees(Adjuncts)
On-Boarding Welcome Information

Graduate Students on Contract will have Online Welcome Information

Check List

Local Maps

Welcome Letter

Graduate Contract

Additional Information
Current Dates for Group On-Boarding of Graduate Students on Contract set up by the Office of Graduate and Professional Education

July 15, 2009 – ELI/ITA, Perkins Student Center (Rodney Room), 8:30 a.m.

August 25, 2009 – Domestic Teaching Assistants, Trabant Multi purpose Room A-C, 12:00 noon

August 27, 2009 – All Other New Graduate Students on Contract, Daugherty Hall in Trabant, 8:30 a.m.

On these dates, HR will be partnering with college representatives to ensure students are On-Boarded in a timely manner.
What can new Graduate Students on Contract do before their Group On-Boarding or On-Boarding with HR?

1. Review the Online Welcome Information
2. Complete the following forms:
   a. Quick Bio
   b. Employee Demographic Data Form (EDD)
   c. W-4 Form
   d. Direct Deposit Form
   e. Bayh-Dole Act Agreement to Assign
3. Collect documentation as described on the Checklist
4. Prepare any questions for HR

Foreign Nationals must go to the Office of Foreign Students & Scholars upon arrival for I-9 processing
What will happen in HR?

1. New hire should arrive promptly at scheduled On-Boarding time.

2. If Quick Bio, EDD, W-4 or Direct Deposit are not completed, new hire should use an available KIOSK to complete forms.

3. Meet with the On-Boarding Coordinator to complete hiring documents.

4. Foreign Nationals must also meet with the Foreign National Coordinator to verify visa and residency status.
Questions and Contact Information

Payroll & Systems Administration, (302) 831-8677

http://www.udel.edu/HRSystemsAdmin/

Let us know how things are going. If you encounter ANY problems, please let us know right away at hr-onboard@udel.edu