



New Hire On-Boarding Process

Utilize the PageUP Training Guide(s): <https://hr.umbc.edu/pageup-resources/>

View Appendix A attached, for additional PageUp Training Guide Links

AAOU SSC should be involved in the New Hire process, AFTER the conclusion of interviews/reference checks but PRIOR to making the informal verbal offer to the candidate and routing the offer card for HR approval.

Making the Informal Offer

**** Contact the AAOU SSC to coordinate an acceptable start date based on the Payroll/HR deadline calendar prior to making the informal offer to the candidate****

Start dates should be coordinated with the AAOU SSC **4 weeks** prior to the anticipated start date to ensure new hire appointment can be scheduled (if necessary) and all paperwork processed and submitted to Central HR/Payroll for processing by the associated deadline.

All new hires start dates must coincide with the beginning of the pay period.

Example:

Department 12345 has concluded the interview process and has selected a candidate they would like to hire to fill their vacancy. Prior to contacting the candidate and making the informal verbal offer, the department should contact their assigned payroll preparer in the AAOU SSC via phone (x56755) or email (aaoussc@umbc.edu) to coordinate start date options that coincide with the HR/Payroll Deadline Calendar.

If Department Director, Jane Doe is hiring a Non-Exempt/Exempt Salaried Employee, and is ready to make an informal verbal offer on Monday, October 28, 2019 Jane contacts the AAOU SSC and based on the deadline calendar, Jane is advised the earliest start date for her new hire can be 11/24/19:

When Jane contacted AAOU SSC it was PR-10 (10/27/19 – 11/9/19) the PR-10 New Hire paperwork processing deadline was 10/16/19, therefor the new hire cannot be processed for PR-10.

PR-11 begins 11/10/19 through 11/23/19, and the PR-11 paperwork processing deadline is 10/29/19, since Jane contacted the AAOU SSC on 10/28/19, there is not enough time for the AAOU SSC to determine if a new hire appointment is required, and if one is required, there is not enough time to schedule the appointment and have the candidate come in to complete and submit all required paperwork and verification documents.

Which is why the AAOU SSC team member will advise Jane the earliest start date for the candidate would be 11/24/19, which is the start of PR-12 which runs from 11/24/19 – 12/7/19, as long as they schedule their appointment and submit all required paperwork by the PR-12 deadline, which is 11/12/19 (roughly two weeks before their anticipated start date), this ensures they will be in the Payroll system timely and will not experience a delay in receiving their first paycheck.

If the candidate is not able to complete and submit all paperwork by 11/12/19, the next acceptable start date would be 12/8/19 which is during PR-13 (12/8/19 – 12/21/19).



FY 20 HR PAPERWORK DEADLINE CALENDAR

SALARY EMPLOYEE PAY PERIOD		AAOU SSC DEADLINE	HOURLY EMPLOYEE PAY PERIOD		PAYROLL ID	PAYROLL CHECK DATE
10/27/19	11/9/19	10/16/19	10/13/19	10/26/19	2020-010	11/15/19
11/10/19	11/23/19	10/29/19	10/27/19	11/9/19	2020-011	11/27/19
11/24/19	12/7/19	11/12/19	11/10/19	11/23/19	2020-012	12/13/19
12/8/19	12/21/19	11/26/19	11/24/19	12/7/19	2020-013	12/27/19

If the start date is not coordinated with the AAOU SSC and we receive a New Hire RT ticket and determine that the start date selected is not in line with the HR/Payroll deadline calendar, which would cause a delay in the new hire receiving their first paycheck, the AAOU SSC will notify the department that the start date needs to be adjusted, which would cause Central HR to have to revise the offer letter and have the candidate re-accept:

WE DO NOT WANT THIS TO OCCUR, SO PLEASE ALWAYS COORDINATE START DATES PRIOR TO MAKING THE INFORMAL VERBAL OFFER, AND ROUTING THE OFFER CARD FOR APPROVAL.

After you have coordinated the start date with AAOU SSC, you may now contact the candidate to make the informal offer. Inform the candidate of the anticipated start date and ensure it works for them, and advise them of the date they will need to come in to complete new hire paperwork in order for that start date to apply, and confirm that they will be able to meet that deadline. If they are unable to, inform them of the next acceptable start date, and associated new hire appointment deadline, and confirm they can meet it.

Ensuring start dates are coordinated with the AAOU SSC prior to making the informal verbal offer will ensure there is no delay in paperwork being processed causing a subsequent delay in the new hire receiving their first paycheck (delays could be 4-6 weeks if start dates are not coordinated with the AAOU SSC). Payroll delays are not acceptable, which is why all AAOU SSC departments are required to coordinate start dates with the AAOU SSC before making the informal verbal offer

Please see [Managing Offers/Selection Approval](#) – *Instruction on submitting the offer card for selection approval and closing out the search*, for further instructions on how to complete the process via PageUp after the start date has been coordinated with the AAOU SSC.

Once offer card has been approved in PageUp by HR and candidate has accepted the formal written offer letter in the PageUP system:

- Review Pre-Hire Process: <https://hr.umbc.edu/payroll/pre-hire-process/>
- Complete Pre-Hire Form: http://hr.umbc.edu/files/2015/02/UMBC-Faculty_Staff-Pre-Hire-Form-2015.docx
- Submit New Hire RT Ticket to AAOU SSC: <https://provost.umbc.edu/shared-services/>
 - Include a copy of the signed Pre-Hire Form and Offer Letter to initiate the onboarding process.

APPENDIX A

PageUp Training Guides

Note: Training Guides will be updated frequently. Please download the newest version when you are ready to use: <https://hr.umbc.edu/pageup-resources/>

[Basic Information and Navigation](#) – General information on navigation and using the dashboard and menu.

[Starting a Search for a Staff Position – Creating a Requisition](#) – How to fill out the requisition and post a staff position.

[Starting a Search for a Faculty Position – Creating a Requisition](#) – How to fill out the requisition and post a regular faculty position.

[Guide for Approvers](#) – Instruction for approving Requisitions and Offer Cards.

[Managing Applications](#) – Instruction for viewing, changing statuses, communications and associated tasks for managing the applicants.

[Bulk Compile and Send Instructions](#) – Instructions for printing and/or emailing applications as a PDF document (for multiple applications)

[Scheduling Interviews](#) – Information on the interview and reference check processes and how to use the electronic system to accomplish these tasks.

[Search Committee](#) – Instructions for reviewing applications in PageUp.

[Managing Offers/Selection Approval](#) – Instruction on submitting the offer card for selection approval and closing out the search.

[Posting an Ad for a Contingent I Position in PageUp](#) – Instruction for posting an advertisement for a temporary/Contingent I position.