

Graduate Student on Contract On-Boarding



UD Graduate Students At Work



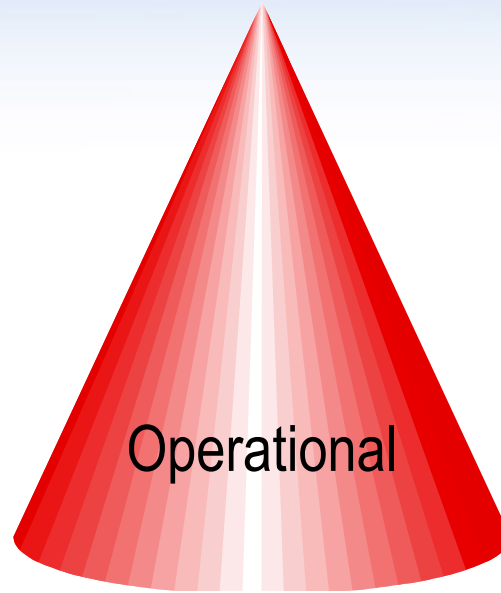
The Role of Human Resources

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.

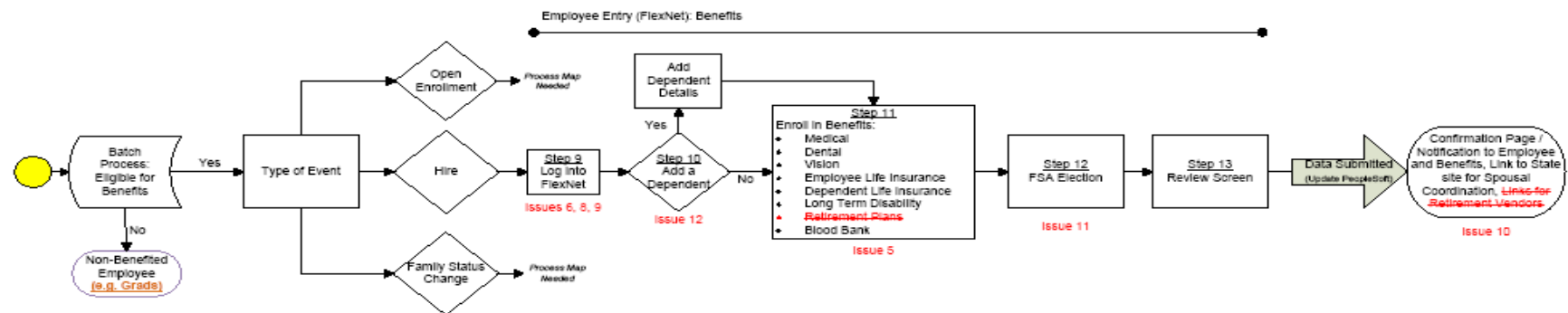
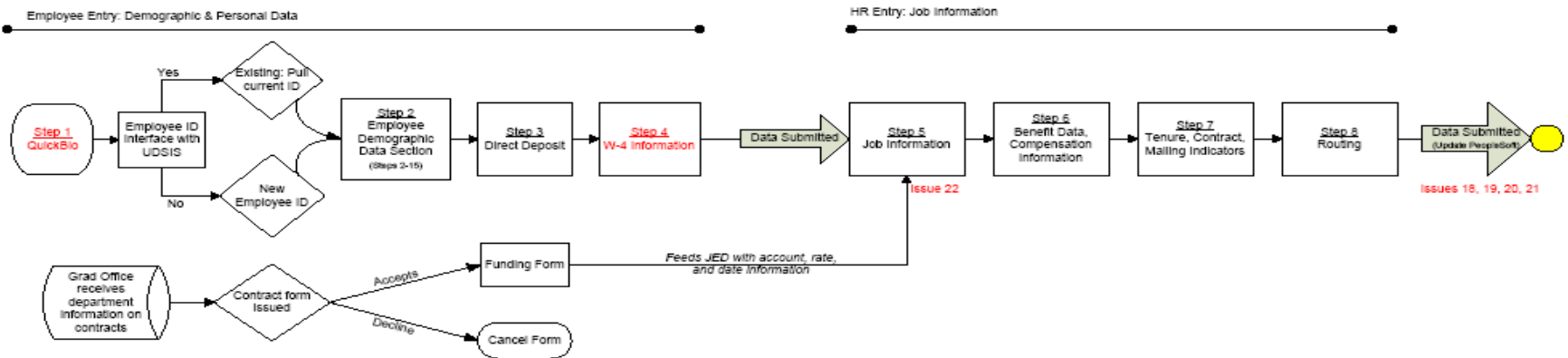
What are the Benefits?

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

DRAFT
May 18, 2009



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



Welcome Letter



Graduate Contract



Local Maps



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

