



**From:** Schneider, Denise L.  
**Sent:** Tuesday, June 30, 2009 1:20 PM  
**Subject:** NEW On-Boarding Process Is Now In Production

Dear HR Liaisons, HR Support Team and HR Executive Group:

The new On-Boarding Website and Forms have been put in production. The new process starts today. As a review, HR will now centrally on-board all benefited employees, post doctoral fellows and graduate students on contract. HR Liaisons will on-board miscellaneous wage, supplemental faculty and professionals, undergraduate students, graduate student labor(not on contract) and non-paid employees.

All new employees will be required to complete forms starting with the Quick Bio and including the Employee Demographic Data Form(EDD), the W-4, the Direct Deposit Form as well as read the Bayh-Dole Memo and print a copy of the Bayh-Dole Agreement to Assign for signature. The Pay Additional Tax Form is optional. To view the NEW On-Boarding website, go to <http://www.udel.edu/onboarding/> .

HR and HR Liaisons will complete the NEW HR Job Data(New Hire JED) form located under the "Blanks" tab in webforms, <https://chico.nss.udel.edu/webforms/menu?action=blanks> . Most of you attended one of our On-Boarding training sessions held during the last two weeks. For those of you who didn't, we'll be offering another training session in the near future. Please make reference to the Powerpoint presentation used during these training sessions for information about the process and filling out forms. It's located at <http://www.udel.edu/onboarding/resources.html> .

As always, please keep the communication lines open and let us know if you're encountering any problems along the way. If we don't know about it, we can't help you. Our new e-mail for questions or concerns about On-Boarding is [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu) .

Another note, the NEW electronic W-4 and Direct Deposit forms are for EXISTING employees too. Starting today, we will no longer accept any W-4 or Direct Deposit in paper format. Be assured, as we indicated in our training sessions, that during this transitional period, we will accept the "old" HR New Hire JED webform and paper forms that were already started PRIOR to today for New Hires.

If you have paper forms prepared PRIOR to today, but did not originate the "old" HR New Hire JED, in order for the NEW HR Job Data(New Hire JED) form to work, you must FIRST complete the Quick Bio for the new employee. If you have any questions while completing the Quick Bio, please send an e-mail to [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu) or call us at x8677.

Again, please let us know if you have any questions by contacting us at [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu) and Happy On-Boarding!

Thanks,  
Denise

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