

This form is internally created for State of Nebraska Human Resources Shared Services (“HRSS”) and is intended for HRSS Customer Agencies only. No State of Nebraska Agency is required to use this form unless otherwise instructed.

ONBOARDING PROCESS

HIRING MANAGER

HUMAN RESOURCES

HR sends candidate offer letter, employment contract information, I-9, W4s, and first day instructions via DocuSign.

HR inquires about new teammate access requirements (email and personal drive information)

Hiring Manager answers access information questions

HR submits teammate background check and references via OneSource

HR submits computer access setup ticket in the OCIO Portal

HR initiates Hire Event in Workday

HR sends rejections to candidates not selected for hire

HR notifies E1 Security Partner about new hire

HR notifies Agency Finance about new hire

HR updates new teammate's email and phone number in Workday

HR gathers new teammate's LINK system logins and send them to Hiring Manager

HR notifies State Patrol of new hire (if they need a badge or doorway accesses)

Hiring Manager receives LINK system logins

Hiring Manager prepares for new teammate's first day (computer, accesses, workstation, etc.)