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SHORELINE COMMUNITY COLLEGE
Onboarding Checklist
NPE, Hourly, Student, & Work-Study Employees

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DIRECTIONS: Supervisors are responsible for supporting their new hires in the completion of the tasks below.

☐ **Employee** completes NEOGOV application: *INTERNAL ONLY* Temporary Hourly Positions (H) or other identified position found on the Shoreline website

☐ **Supervisor** or Work-Study Specialist enters basic new hire information here.
- Employee's name and ctcLink number
- Department & Direct supervisor (whoever will be approving time)
- Employee Type
- Etc.

☐ **HR** initiates online onboarding
- **Employees** will receive a notification from NEOED Onboard to activate their account and begin their onboarding forms & tasks
- **Supervisor** will receive a notification that the employee has been assigned to a checklist
- ALL FORMS WILL BE COMPLETED ONLINE EXCEPT FOR FINAL SECTION OF I-9 which HR will complete in the HR Office during scheduled times below

☐ **Employee** brings I-9 documents in person to the HR Office during the times below (no drop-ins):
- Tuesday mornings 10:00am-12:00pm
- Wednesday afternoons 2:30pm-4:30pm

☐ Completing Personnel Action Form ("PA") in NEOED Onboard – Routed in the sequence below
- **Employee** will complete section 1 of PA
- **Supervisor** will receive email notification to complete section 2 of PA
- **Budget Office** will receive email notification to provide combo code and approval
- **HR** will complete the form and enter the employee once ALL forms are completed

☐ Social Security Card – REQUIRED FOR ALL EMPLOYEES PRIOR TO STARTING WORK
- If being used for I-9 documentation, we must see the original card
- If other docs are used for the I-9, uploading a photo/scan of the card in NEOED Onboard is sufficient
- Even if other documents are used for the I-9, a social security card is REQUIRED

☐ Once all paperwork has been completed, a "Work Authorization" email from NEOED Onboard will be sent to the employee and supervisor which will include:
- Date authorized to begin work
- CtcLink ID
- Directions and Time Reporting Code that should be used to record hours

Supervisors: For more detailed information on onboarding, completing supervisor tasks, requesting needed access, and viewing your employees' progress, see "*Supervisor's Guide to Onboarding*".

NPE, Hourly, Student, & Work-study Employees: For information regarding your schedule, pay dates, timesheet deadlines, or time reporting questions please contact your supervisor. For other questions, please see the FAQ section of the "*Supervisor's Guide to Onboarding*".