Shape

Description automatically generated with medium confidence**Student Wage/Wage Position**

**Hiring and Onboarding Checklist**

**When processing a new hire:**

* The **designated hiring agent** submits an EPAF through the Dynamic Form at least two weeks in advanced with a start of the third Monday of the month or to align with the Student Centers Fall/Spring Training dates.
* The **designated hiring agent** provides the **Student Wage/Wage HR Liaison** (Ali) with a copy of the employee’s resume, cover letter, and interview notes which is used to create a personnel file.
* On the first Monday of each month, the **Student Wage/Wage HR Liaison** (Ali) processes the EPAF in Banner and initiates a new hire packet in MasonOnBoard if the employee has not held a position at the University within the past three years.
* The **Student Wage/Wage HR Liaison** (Ali) will send the employee, with the direct supervisor and designated others copied, their official welcome letter and a copy of the Student Wage/Wage Employee Handbook.
* The **Student Wage/Wage HR Liaison** (Ali) will create a Trello card for the employee which tracks their holistic employment history including but not limited to onboarding, training, promotions, awards/recognition, and secondary employment records.
* The **Student Wage/Wage HR Liaison** (Ali) will add the employee into SubItUp by creating their employee profile, initiating the welcome email, and adding their current pay rate.
* The **Student Wage/Wage HR Liaison** (Ali) will submit an Electronic Access Form (EAF) which is approved by the **Associate Director of Operations & Event Services** (Keith).
* The **Student Wage/Wage HR Liaison** (Ali) will provide the employee with Blackboard and Microsoft Teams access.
* The **Student Wage/Wage HR Liaison** (Ali) will deliver to the direct supervisor the employee’s polos and name tag using the information provided on the EPAF.
* The **Student Wage/Wage HR Liaison** (Ali) will request the employee’s availability for New Employee Orientation attendance which will take place in the third or fourth week of the month.
* Prior to the employee’s start date, the **direct supervisor** or **Event Services representative** will send the employee a welcome email which will include a request for training availability, first day instructions, and a reminder when applicable, for the employee to visit the New Employee Welcome Center (NEW) within their first three business days of work to complete important new hire paperwork including the I-9, state and federal tax forms, and direct deposit information. Wage employees will receive their Mason ID.
* The **direct supervisor or Event Services representative** will add the employee into area specific Microsoft Teams or other communication channels.
* The **direct supervisor or Event Services representative** will grant or request as needed access to area specific programs such as MESA, 25live, 7 Point Ops, etc.
* The **direct supervisor or Event Services representative** will prepare a training plan for when the employee starts.

**When the new employee arrives:**

* The **direct supervisor or Event Services representative** will provide the employee with their uniform and name tag which was delivered by the **Student Wage/Wage HR Liaison** (Ali).
* The **direct supervisor or Event Services representative** will set-up the employee’s SubItUp card swipe access.
* The **direct supervisor or Event Services representative** will review the Student Centers Student/Wage Employee Handbook. Once the review is complete the employee will sign off on the Handbook Acknowledgement Form which the **direct supervisor or Event Services representative** will then bring to the **Student Wage/Wage HR Liaison** (Ali).
* The **direct supervisor or Event Services** representative will review the SubItUp and Patriot Web systems for shift information and timesheet completion.
* The **direct supervisor or Event Services representative** will ensure the employee’s electronic access is active, solve problems as they arise, and provide key access as needed.
* Within the first two weeks of their employment, the employee will attend New Employee Orientation, which is scheduled by the **Student Wage/Wage HR Liaison** (Ali).