

HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area:	Employment Services	Number:	2125
Subject:	New Employee On-Boarding/Orientation	Issued:	10/09
Applies To:	New employees (faculty, staff, and students)	Revised:	
Sources:		Page(s):	1 of 2

Purpose

To establish a policy for on-boarding and orienting a new employee to the University.

Definitions:

On-boarding:	The systematic and comprehensive approach to orienting a new employee to assist them to get “on board” with Georgia Southern University. A group information session, previously referred to as in-processing, includes processing of I-9’s, E-Verify, ADP access, W-4’s, state tax forms, security questionnaire, background investigation consent form, etc.
Orientation:	The process of educating a new employee on benefits, policies, work rules, culture, organizational structure, mission, vision and values, services, etc.
Benefitted Employee:	A bi-weekly or monthly employee who receives benefits and occupies a permanently budgeted position.
Non-benefitted Employee:	A casual labor or student employee who is paid on a bi-weekly/monthly basis and does not receive benefits.

Policy

The on-boarding and orientation requirements apply to specific university employees—faculty and staff, full- and part-time, and students. To ensure enrollment on the university payroll, these activities must take place within the timetable provided. New faculty members are also required to attend the Faculty Orientation meeting, which is conducted by the Office of the Provost at the beginning of each fall and spring semester.

Procedure

New Employee On-Boarding/Orientation for a benefitted position:

- a. Prior to the first day of employment, the hiring department will instruct a newly benefitted employee of the requirement of attending an on-boarding/orientation session in Human Resources. Each hiring manager is responsible for ensuring that their new employee understands what appropriate identification is required to verify authorization to work.
- b. A Hiring Proposal should be submitted to Human Resources Department at least two (2) business days prior to the employee’s first day of employment.
- c. **All newly hired benefitted employees must attend a two-hour on-boarding and orientation session held on Monday in Human Resources starting promptly at 8 a.m.** Departments should begin the

employee preferably on a Monday; if the employee is hired on any other day of the week, he/she should attend the on-boarding/orientation session the following Monday.

New Employee On-Boarding for a non-benefitted position:

- a) On or before the first day of employment, the hiring department will instruct a newly non-benefitted employee of the requirement of attending an on-boarding session in Human Resources to complete and submit new hire paperwork. Each hiring manager is responsible for ensuring that their new employee understands what appropriate identification is required to verify authorization to work.
- b) A Hiring Proposal should be submitted to Human Resources Department at least two (2) business days prior to the employee's first day of employment.
- c) **All non-benefitted employees must attend an on-boarding session in Human Resources either on a Tuesday between 8 a.m. – 10:00 a.m. or 4:30 p.m. – 6:30 p.m., or on Wednesday between 2 p.m. – 5 p.m.** The employee may attend anytime during these periods of time.