Employee Process Part 1

Employee Email with Instructions

Once the Hire is Initiated/Submitted by the department, the employee will receive the below email at the email address the department entered for them when they initiated the Hire. A sample email is below. The employee needs to click the link in the email and use the Temporary User ID and Temporary Password provided in the email to log in to HRMS Oracle/PeopleSoft. This initiates the Employee ID process; if the employee fails to take action on this email he/she will not be issued their permanent Empl ID.

If the employee is a Rehire or is already active in another position at NDSU, they may not get this email as they already have an Empl ID and their NDUS account should already be claimed.
Employee PeopleSoft Login

Employee will use the Temporary User ID and Temporary Password from the email to log in to enter needed personal data.

Employee will click on New Employee Personal Data link.
Employee will fill in all the fields with the requested information. Employee should use full middle name if applicable. If the Social Security number has not been issued yet (for new international employees) click the SSN Applied For box. Home address should be the address in the state where the employee is actually working. (No PO Box addresses, no office addresses, no parent addresses.) Click Submit.

**The new employee’s hire information is now pending with HR/Payroll. Once all approval workflows for the Hire have been completed and the new employee’s above hire steps have been completed, HR/Payroll will complete the Hire process into Job Data.**
Employee Process Part 2

After HR/Payroll approves the Hire into Job Data, a process will run overnight to generate and Employee ID and set the employee up with an NDUS Account. The next day, the employee will receive an email containing their Employee ID and 2 steps of instructions on how to claim their NDUS Account and complete their onboarding process. Below is a sample email.

If the employee is already active in another position at NDSU, they will not get this email as they already have an Empl ID, their NDUS account will already be claimed, and all onboarding activities will already be completed.

From: ndsu.hr@ndsu.edu <ndsu.hr@ndsu.edu>
Sent:
To:
Subject: New hire On-boarding steps

Dear XXX,

Your Employee ID (EmplID) XXXXXX

Congratulations on your employment at North Dakota State University! To finalize your appointment it is necessary for you to complete the next steps.

Step 1:

It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the Login Information website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

Step 2:

Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into New Employee On-boarding with your User ID and Password.

You can find a step-by-step manual to guide you through the on-boarding activities here: https://www.ndsu.edu/fileadmin/hr/Online Onboarding/MSS-Onboarding Manual Employee Manual.pdf. For other required forms and information related to your NDSU employment, please follow this link: https://www.ndsu.edu/hr/new_employee_information/getting_started

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to North Dakota State University!

Thank You,

HR/Payroll
North Dakota State University
ndsu.hr@ndsu.edu
701.231.8961
Below is a sample screenshot of the New Employee Onboarding Activity Guide home page. The employee will need to complete all activities in the Activity Guide, all the way through the Direct Deposit step. This includes entering I-9 Section 1 information again, but the I-9 will have already been completed before the online process was started.