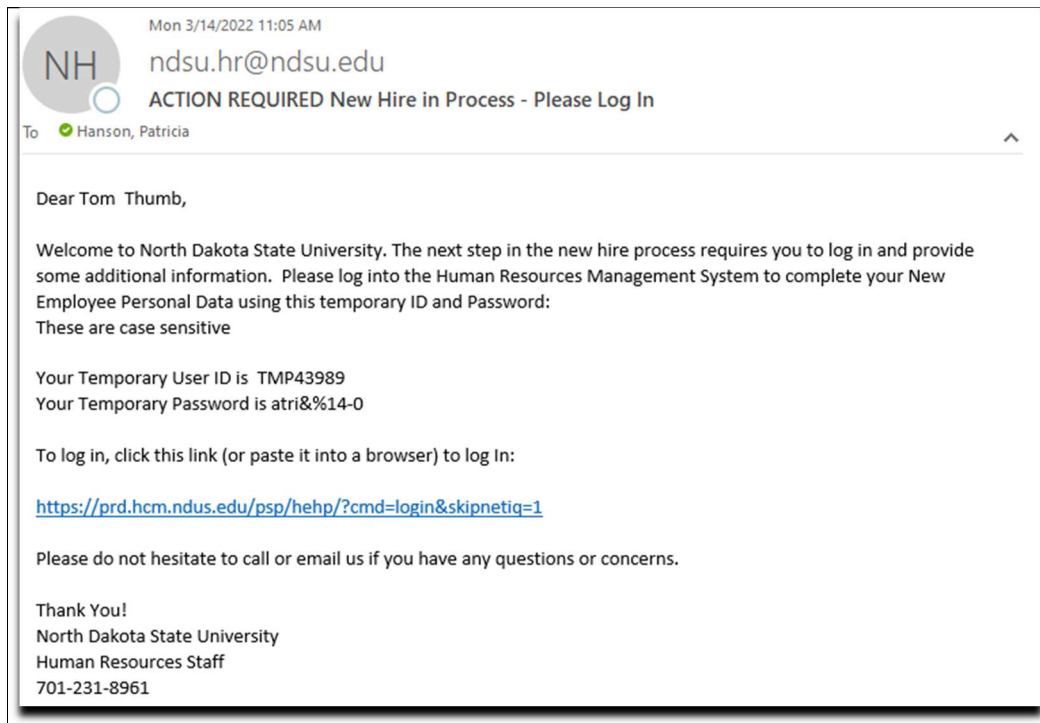
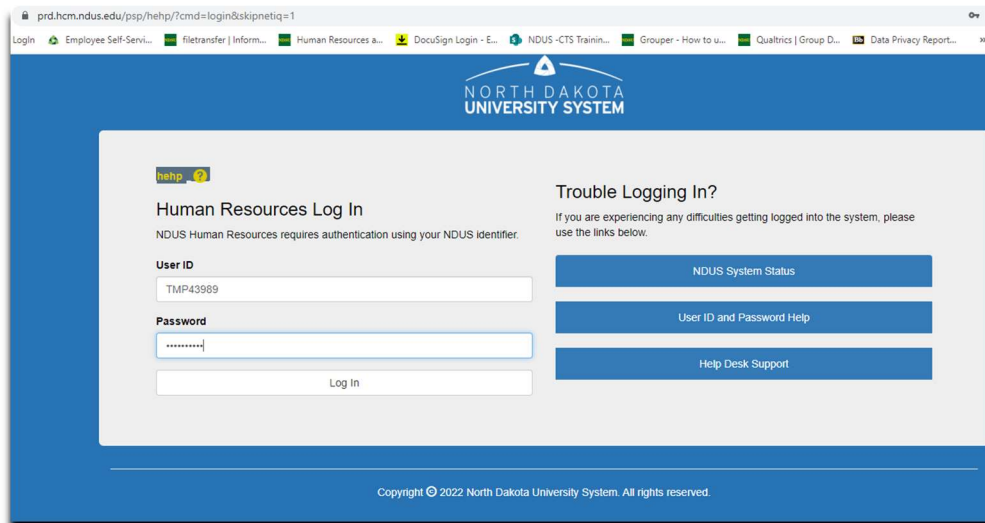


## PROCESS FOR NEW HIRE ACCEPTANCE EMAIL (INFORMATION ONLY)

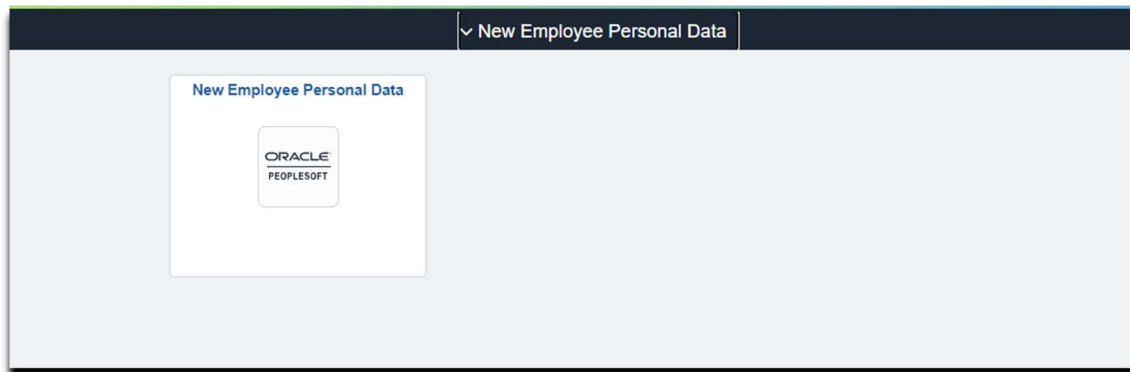
If the new hire has never been employed by NDSU, an email has been sent to the new hire requesting them to click on a link and enter their personal data (Birthdate, SSN, Gender, home address, etc.). The following is an example of the email sent to the new employee:



1. The New Hire uses the link in the email to log into HCM Employee Self-Service. Then log into HCM by entering the Temporary User Id and the Temporary Password, provided in the email.



2. New Hire clicks on the New Employee Personal Data tile.



3. New Hire verifies their legal name appears, enters Middle Name, Gender, Date of Birth, Marital Status, Social Security Number, Home address, and cell/home phone number.

This screenshot displays the 'New Hire Personal Information' form within the Oracle PeopleSoft system. The form is titled 'New Hire Personal Information' and includes a navigation breadcrumb 'Ndu New Ee Pers'. It contains several sections for data entry:

- Header Information:** Includes fields for Hire Type (STU), Transaction (133048), Empl ID, Transaction status (P), Start Date (03/14/2022), Candidate status (P), and Temp Empl ID (TMP43989).
- Personal Data Section:** Contains a note: '\*Please enter the Name as appears on Social Security Card.' It includes input fields for First Name (Tom), Middle Name (Timothy), Last Name (Thumb), Gender (Male), Date of Birth (01/01/1990), and Marital Status (Single). There is also a field for Social Security #: 123-45-6789 and a checkbox for 'Have applied for SSN or will be applying for SSN'.
- Contact Information Section:** Includes 'Address Information' with fields for Address Type (HOME), Country (USA), and Address (123 Main, Fargo, ND 58103, Cass). An 'Edit Address' button is present. Below this is a 'Phone Numbers' section with a table for entering phone details.

	Phone Type	Telephone	Preferred
1	Person	7012312222	<input type="checkbox"/>

At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

4. New Hire clicks Submit

< Ndu New Ee Pers New Hire Personal Information

Please verify and click Confirmed or click Go Back to make any changes

**Personal Data**

\*Please enter the Name as appears on Social Security Card.

First Name: Tom Gender: Male  
Middle Name: Timothy Date of Birth: 01/01/1990  
Last Name: Thumb Marital Status: Single  
Social Security #: 123-45-6789 Have applied for SSN or will be applying for SSN: ☐

**Contact Information**

Address Information:

Address Type: HOME

Country: USA United States

Address: 123 Main  
Fargo, ND 58103  
Cass

Phone Numbers:

	Phone Type	Telephone	Preferred
1	Personal Cellular	701/231-2222	<input type="checkbox"/>

Confirmed Go Back

5. New Hire reviews data for accuracy. If there are errors, click Go Back and fix errors. If no errors, click Confirm.
6. New Hire will not be able to access Employee Self-Service again, until his Hire is approved and he receives his On-Boarding Email.

**I-9 PROCESS FOR NEW HIRES (INFORMATION ONLY)**

1. New Hires will need to complete an I-9, if they are not currently employed by NDSU, or they are an international employee and their document(s) have expired.
2. If an I-9 is required to be completed, the New Hire will receive an email from [i9complete@trackercorp.com](mailto:i9complete@trackercorp.com) , with a link to complete Section 1 of the I-9 online. The New Hire will then need to present their original identification documents to HR, or approved department representative, to complete Section 2 of their I-9. **Both Section 1 and Section 2 need to be completed prior to the hire being approved, or the New Hire starting work.**
3. When the New Hire has completed all necessary steps, the individual who submitted the New Hire Request will receive an email notifying them the hire has been approved and the date the employee is able to start work.