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	APPROVED BY:	DATE REVISED	
Chief Human Resource Officer	June 17, 2015		

PURPOSE

Onboarding refers to the process of welcoming, preparing and integrating new employees to Florida State College at Jacksonville (“College”). The current process includes initial orientation and information with a follow-up to provide additional more in-depth information regarding the College. This process runs parallel to orientation done by the department to acclimate the employee to their particular department, duties and coworkers. The process described covers full-time administrative, professional and career employees.

PROCEDURE

I. Administrative, Professional and Career (FT)

- A. Prospective employee receives an offer for employment. Once accepted, the hiring administrator forwards the necessary paperwork (recommendation for hire, reference checks, salary information paperwork) to Human Resources for review and processing.
- B. Employment division sends a letter of congratulations to the new employee and explains the required pre-employment requisites: background check, drug screen (if applicable) and what necessary documents are needed to complete paperwork on the first day of employment (driver’s license, social security card, etc.). A summary of benefits information is also provided.
- C. Upon receipt of satisfactory pre-employment results by Human Resources, the Employment section notifies the supervising administrator and provides information on next steps and what information or tasks the department is responsible for handling as part of orientation. (EXAMPLE)
- D. Within the first three days of employment, the new employee reports to Human Resources to complete remaining paperwork (I-9, W-2, etc.). They receive the date of the initial onboarding session (Phase 1). Phase 1 sessions are held monthly. Employees are also provided a benefits packet and the date of the next benefits overview/enrollment sessions. Benefits sessions are held several times a month.
- E. During Phase I Onboarding, a new employee is given information on the following:
 - College Mission and Vision
 - Organizational Structure of College
 - How to navigate the employee portal/Access resources
 - Explanation of pay stub/value of employment (discussion of pay and benefits package)

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- Emergency notification system/how to enroll
- How to change profile information
- How to set up work schedule
- How to use Request for Leave system

F. Phase II Onboarding is done every three (3) months. Employees who have completed Phase I, receive an invitation to attend Phase II. During Phase II, new employees receive information on the following:

- Legal & Ethical Considerations/Sunshine Law/ FERPA/ Equity Office
- FSCJ Foundation
- Risk Management/Safety & Security
- Professional Development
- Public Records/Records Management

G. Participants in onboarding receive an evaluation survey following each phase.

II. Senior Management Onboarding

- A. Senior management employees will receive a letter that includes the pre-employment information and required documentation for employment. The letter will also advise that they will receive an appointment time for an individual onboarding session.
- B. Senior management employees will receive a one-on-one onboarding session that includes areas covered by Phases I and II. In addition, the employee will be provided information and opportunity to sign up for benefits in a one-on-one session.

III. Faculty

- A. Under the direction of the AVP for Arts & Sciences, faculty onboarding, referred to as the Faculty Institute, is presented to incoming faculty.

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EXAMPLE

From: humanresources@fscj.edu
 Date: June 15, 2015
 To: Jane Doe, Supervising Administrator
 Subject: Sam Employee - New Hire

Good Morning Jane.

We have received satisfactory pre-employment results for Sam Employee, and his effective beginning date will be July 1.

Please advise Sam to bring the following items on his first day of employment for the completion of new hire paperwork:

- Social security card or, if unavailable, the receipt of application for a social security card.
- Driver's license or a valid picture I.D.
- Social security number(s) and date(s) of birth for any spouse, child/children and/or anyone Sam would like to include as a beneficiary.
- Voided personal check for mandatory participation in the College's electronic direct deposit transfer of his payroll check.

Once all employment paperwork has been completed, Sam will be provided with benefits paperwork and scheduled appointments for a Benefits Enrollment Session as well as the next Onboarding Session.

Additionally, to assist in a smooth transition for Sam, please review the following list of items that the Employment Section (HR) or you (Campus/Department) are responsible for facilitating and/or discussing with him.



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Campus/ Department		Human Resources
X	Where employee should park?	
X	What time employee should report to work?	
X	Introductions of co-workers, etc.	
X	Campus/Center Building Tour Restrooms/Break Room/Cafeteria/ Vending Machines/Fire Exits	
	FSCJ ID	X
X	Department Name Badge/Business Cards	
X	Lunch (Optional)	
	Onboarding (Completion of Employment Paperwork/Benefits Enrollment)	X
X	Complete User Account Request (Email, Artemis Access, Name in Directory)	
X	Obtain building keys or access cards needed for access to work area	
X	Mailbox Location (if applicable)	
	Parking Decal	X

If you have any questions, please feel free to contact Human Resources at 632-3310 or humanresources@fscj.edu.

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 FSCJ Home Page – <http://www.fscj.edu>