**Onboarding: Procedures for new faculty hires**

“Onboarding” refers to the administrative activities that must be conducted once a new faculty member has accepted the offer to join ASU.  Below are several documents to help onboarding each faculty member.  In addition to this list, you may need to create a checklist of actions that are specific to your school, department, or the faculty member, e.g. access to buildings, labs or adding them to mailing lists.

1. Moving and relocation (MOV)
   1. Policy <https://www.asu.edu/aad/manuals/fin/fin420-03.html>
   2. New Faculty information <https://provost.asu.edu/academic-personnel/new-faculty/relocating>
   3. Relocation service <https://cfo.asu.edu/relocation-services>

<https://cfo.asu.edu/purchasing-sunmart-moving>

1. Background check process: <https://cfo.asu.edu/background-fingerprints#background-checks->
   1. More information can be found here: [background check and fingerprinting guide](https://asu.service-now.com/kb_view.do?sysparm_article=KB0021504)
2. Add to Peoplesoft to generate ASU ID: (Process in PeopleSoft to generate an email to the new employee with instructions to activate ASUrite and ASU email).

<https://www.asu.edu/courses/oasis/CampusCommunity/TRN-CourtesyAffiliates.pdf>

<http://www.asu.edu/courses/oasis/CampusCommunity/CourtesyAffiliateProcessFAQs.pdf>

1. New hire paperwork Adobe sign:
   1. [domestic](https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDJ-wPCNK8SBcMPBGpZNvZSCP8FC1YANYljjXOpMSQLEh2nF6pPh0c4rNeflgZFUqo*)
   2. [international](https://secure.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCdWDZ-5fIC6p5lQoJl1kLCX66c76h2EULNmj-MzokvxvSmYryIgNyVIwR79m3lO_U*)
2. I-9 information - if new Faculty Associates are recruited in Kenexa/BrassRing, the faculty will receive an auto generated email from I-9 Management containing [the I-9 process](https://cfo.asu.edu/form-i-9-employment-eligibility); for all other faculty (not in BrassRing) the dept must send out the I-9 email instructions. \*If the faculty is out of compliance (beyond the three days) I-9 Management will send an autogenerated email if the faculty is in Job Data.
3. PTR: New Hire PTR: <https://www.asu.edu/fs/documents/BPG-process-PTR.pdf>. If the faculty received MOV (moving/relocation) funds, the MOV pay is to paid on their first pay check (typically per their offer letter). Check the additional pay box in the PTR to add the MOV funds.
4. New Employee Orientation: Effective July 3, 2023, New Employee Orientation (NEO) will shift to a hybrid format. Hybrid offers individuals with a virtual (through Zoom) and in-person (UCNTRA Tempe campus) option, happening simultaneously. As the HR point of contact or Career EDGE assignor, you will need to communicate with your new hire regarding the format they would like to attend.

<https://cfo.asu.edu/new-employee-orientation>

<https://provost.asu.edu/academic-personnel/new-faculty/orientation>

<https://www.asu.edu/hr/new-employee/NEO-tri-fold-web.pdf>



1. More information on The College website:

<https://thecollege.asu.edu/resources/academic-personnel/tenure-track-personnel/recruitment-hiring>

<https://thecollege.asu.edu/resources/academic-personnel/other-academic>

1. Below is the Faculty Onboarding email sample. 