Hiring Managers should initiate the Laserfiche Onboarding Process when Faculty Affairs has officially approved the hire. You will receive an email from the Faculty Affairs Portal with the subject line: HireID XXXXX Approved. The Laserfiche Onboarding Request has a combination of required and non-required fields. While some fields may not be required, it is recommended you provide as much information as possible to ensure the fastest processing time. Required fields are notated with a *. HR Professionals will review your request for accuracy and completeness and revise/correct fields as appropriate.

**Onboarding Request Form for Faculty Hires**

**Worker Type Section**

**Action for** - Faculty

**Which Company will the employee be hired under?** - Pick the department's company. Filling out this filed will help narrow down the College, School, or Division list so there are less options to sort through. Options include Texas A&M University, Texas A&M University at Galveston, and Texas A&M University Health Science Center.

**Which College, School or Division will the employee be hired under?** - Pick the College, School, or Division. Filling out this filed will help narrow down the Department/Center/Administrative Unit list so there are less options to sort through.

**Department/Center/Administrative Unit** - pick the department the new employee will be hired into.

**Department/Center/Administrative Unit Contact Section** - List a contact within the department other than the Hiring Manager. This might be the department's administrative personnel or whoever was asked to submit this form on behalf of the Hiring Manager. HROE personnel may contact this person if we cannot get in touch with the Hiring Manager.

**Name**

**Email**

**Phone**
**Action Information Section**

**Type of Action**
- New Hire - not currently an active employee in Workday
- Transfer/Promote In - currently an active employee in Workday
- Additional Job - currently an active employee in Workday and will not be resigning from their other job(s)
- Other - Submitter may select this if they are unsure of the correct action to choose. Type of Action field can be corrected later by an HR Professional.

**Other** - This text box will only appear if Other was selected for Type of Action field above. The Submitter should provide additional details as to why they did not pick one of the other Type of Action choices.

**Which Department are they transferring from?** - This text box will only appear if Transfer/Promote In was selected for Type of Action.

**Position PIN#** - Field should be filled out if the department already has a pin# they want to use. HR Professional will review the pin# later for accuracy.

**Position Title** - Drop down field will only show titles associated with appropriate worker type

**Proposed Business Title (if applicable)** - Text box for department to describe the desired working title

**Faculty Hire Type**
- Non-Tenure Track
- Tenure Track
- Tenure on Arrival
- Research Faculty

**Full-Time/Part Time**
- Full-Time (40 hours/week)
- Part-Time

**Position Length**
- Long Term
- Temporary

Note: A long term position is one that is offered for 6 months or more.
Note: A temporary position is one that lasts 4.5 months or less in a single fiscal year and cannot be extended. The minimum % effort must be 50% or greater.
Percent Effort*

Annual Work Period* - How many months out of the year does the department want this position to work

Is this a researcher position?*
  Yes
  No

Will this position be located in the Bryan/College Station area?*
  Yes
  No

Where will this position be located?* - Field will only appear if No was selected for Will this position be located in the Bryan/College Station area?

Please list your work location* - Building Name & Room # if known

List the Mail Stop*

Supervisor Information Section

Supervisor Department

Name*

Email*

Phone Number*

Employee/Candidate Information Section

Last/Family Name*

First/Given Name*

UIN (if known)

Email*

Please re-enter Email* - Field will require the email be re-entered and checked for a match. An error will pop-up if there is not a match.
Phone Number

Is this new hire a foreign national?*
   Yes
   No

Pay Type*
   Hourly
   Monthly

Proposed Rate of Pay (indicate full-time equivalent rate)*

Additional Allowance Stipend Section

Additional Allowance/Stipend Amount

Type of Allowance/Stipend* - will only appear if a value is added to Additional Allowance/Stipend Amount field

Add Allowance

Relocation Allowance?  
   Yes
   No

Amount - for Relocation Allowance

Account - to charge Relocation Allowance to. This is called the Worktag in Workday.

Will this employee supervise others? *
   Yes
   No

Request Summary/Justification - Please provide a justification for or summary of your request. If you are hiring above the Lower Band, provide justification here. For Faculty Hires: Please provide a 1-2 line summary of your request, include your Pre-Hire and/or Hire ID. If an exception is needed to hire outside the standardized hire date, provide justification here as well as your preferred hire date. Exceptions will be reviewed by the VP of HROE and the Chief Operating Officer & Senior Vice President. Exceptions to the uniform hire dates may be granted for extenuating circumstances but are not guaranteed.
Proposed Hire Date/Action Effective Date* - You will only be able to select a uniform hire date. An HR Professional can revise this field as appropriate. You should pick a uniform hire date as a backup in the event an exception to the uniform hire dates is not granted.

Deadline for Employee to Complete Prospective Hire Form and Background Check - this will auto populate based on the Proposed Hire Date selected

Employee/Candidate Resume or CV Upload

All relevant communication with candidates Upload

Uploading the Offer Letter?*
   Yes
   No

Offer Letter* Upload - Will only appear if Yes was selected for Uploading Offer Letter?

Additional Attachments Upload - Submitter can upload any additional or relevant information

Department/Division Head Approval*
   I have approval documentation from my Department/Division Head.
   I do not have the approval documentation and need this request to route to the appropriate approvers.

Department/Division Head approval documentation* Upload - Will only appear if I have approval documentation from my Department/Division Head was selected for Department/Division Head Approval.

Approval to Hire from Faculty Affairs* - upload button

Budget Review: I have reviewed the budget and confirm that funding is available to support this request.*
   Yes
   No

Source of Funding Section

02, 10 or 23* - drop down field. A TAMU account usually begins with 02, Galveston 10, and HSC 23

Source of Funding – account number
Percentage - defaults to 100% but can be edited

End Date (if applicable) - date field

Add another source – click this if you wish to add another account number. Additional Source of Funding fields will appear if clicked.

Submit or Save as Draft
If the Initiator hits Save as Draft, they will see the below message and receive an email with instructions on how to return to their draft.

Sample email to return to saved draft

From: LaserficheDev-DoNotReply@tamu.edu <LaserficheDev-DoNotReply@tamu.edu>
To: Initiator Email
Subject: Your Hire/Onboarding Request form has been saved

Howdy,
Your Hire/Onboarding Request form has been saved.
Click here to complete your form

After hitting Submit, the screen will appear with a confirmation message.
Laserfiche will also send a confirmation email to the Hiring Manager and Submitter (if different). Details in the email such as Hiring Manager information, Submitter information, Department Name & Code, New Employee Name, Proposed Start Date, New Employee Title and assigned HROE Customer Support HUB will vary and be specific to the information captured in the Laserfiche Form.

Sample email to Hiring Manager and Submitter

From: LaserficheCev-OutNetReply@tamu.edu <LaserficheCev-OutNetReply@tamu.edu>
Sent: Wednesday, January 18, 2013 10:08 PM
To: Hiring Manager
On behalf of the HUB
Subject: Confirmation of Hire/Onboarding Submission Farwick, Prisca

Hi Farwick, Prisca,

This is an automated confirmation that you have submitted a Hire/Onboarding request for Farwick, Prisca. In order to process employment for Farwick, Prisca, we will be reviewing the information and documents you provided.

Name: Farwick, Prisca
Proposed Start Date: 3/22/2013
Title: Assistant Manager, Training and Development
Hiring Department: Institute Of Quantum Science
Laserfiche Tracking Number: 34374

Key steps in the process include:

- Review of hire request by HROE
- Approval for hire (if needed)
- Prospective new hire provides necessary information
- HROE processes hire
- Prospective new hire attends Onboarding session (if needed)
- HROE clears employee to begin working

It is imperative that all hiring managers understand that individuals are not allowed to begin working until all appropriate approvals have been secured and work authorization has been verified by HROE.

Later in the process you will be receiving an Onboarding Checklist to help you prepare in advance for the new employee’s arrival. If a new workstation or equipment is needed for this position, please begin working with your IT contact now.

If you have questions, please reach out to:

HR C Contact Center
hr@tamu.edu
Texas A&M University
Division of Human Resources and Organizational Effectiveness

Next the HUB will receive an email alerting them that this action has been submitted in Laserfiche. The HUB will review this action promptly and take action.

Please refer to [https://employees.tamu.edu/CISQ/Laserfiche.html](https://employees.tamu.edu/CISQ/Laserfiche.html) for additional information about the Laserfiche Onboarding Process.