



Hiring Manager Job Guide: Faculty Laserfiche Onboarding

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 field 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 field 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

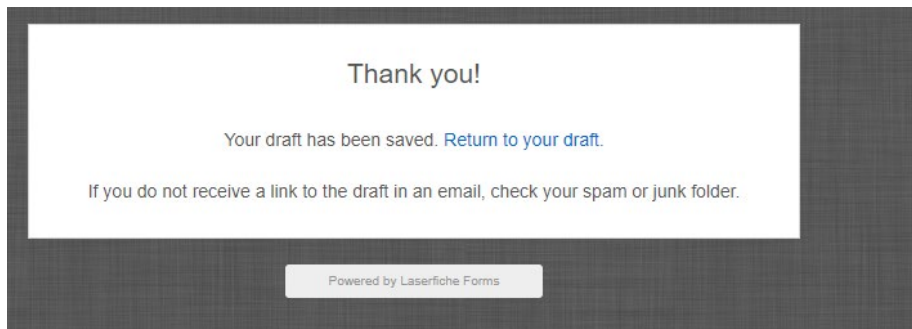
Percentage - defaults to 100% but can be edited

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.

Thank you!

Your form has been submitted.

Laserfiche will also send a confirmation email to the Hiring Manager and Submitter (if different). Details in the email such as Hiring Manger 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: LaserficheDev-DoNotReply@tamu.edu <LaserficheDev-DoNotReply@tamu.edu>
Sent: Wednesday, January 18, 2023 2:08 PM
To: Hiring Manager
Cc: Submitter (if different)
Subject: QSE: Confirmation of Hire/Onboarding Submission: Karthick, Priya

Howdy,

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

Name: Karthick, Priya
Proposed Start Date: 1/22/2023
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 Hire provides necessary information
- HROE processes hire
- Prospective 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:

HUB 1 - Leadership
hr1@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> for additional information about the Laserfiche Onboarding Process.