Hiring a Graduate Assistant
HR Contact Workflow

Laserfiche Form is submitted notifying HRG of intent to hire

HRG reviews the form for accuracy & completeness

HRG completes Hub Review in Laserfiche

Laserfiche sends Background Request to Onboarding Team

New Hire completes Laserfiche Prospective Hire Form

Obtains or verifies UIN using UIN Manager (must have name, DOB, and SSN)

Once position is created or located, click the Staffing Tab

Click Hire > Hire an Employee and Search

If located, select Pre-Hire > Start Hire

If not located, select New Pre-Hire

Workday Task: Enter UIN

Workday Task: Assign Costing Allocation

In Guardian: Complete I-9

Payroll Partner: Assigned Pay Group

HR Generalist records background check, Selective Service compliance, verifies SSN, and updates the Mail Stop

Employee Workday Onboarding Begins

HR Generalist should continue to monitor the Onboarding Status Summary report to ensure that new employees complete all Onboarding tasks.

HR Generalist will need access to the following systems/roles for this process:
- Workday/HR Contact & Recruiting Coordinator roles

Color Key:
- Additional Information Available
- HR Generalist Actions
- Actions of Others - May Require HR Generalist Follow-up

On or before the first day of employment, the Graduate Assistant should complete Section 1 of Form I-9

On or before Day 3 of employment, the HR Contact must complete Section 2 of Form I-9

If the Graduate Assistant is a Rehire, the HR Contact may only need to complete Section 3 of Form I-9 if the previous I-9 was completed up to three years prior to the current rehire date.

HR Generalist will need access to the following systems/roles for this process: