

5 Fundamentals of Onboarding New Hires

1. All SLU new hire and re-hire employees, including Student Workers and Graduate Assistants, *cannot* work until the following are complete:

Hired into Workday **Employee completed all Workday onboarding tasks, including I-9 Part 1** **Completed I-9 Part 2 in-person**

2. Hiring Manager should notify their assigned business manager as soon as possible after identifying a need to hire any type of SLU employee (*this process varies between schools and departments*)
 - Email is recommended, as visibility can be easily shared with many stakeholders. Provide the anticipated Hire Date!
3. During the interview/selection process, and *before* hiring any employee to a position, advise the applicant that **I-9 Section 1 must be completed on or before their Workday Hire Date**. Also advise that **I-9 Section 2 must be completed within 3 business days** after their Hire Date. Details regarding I-9 completion: [Completing Form I-9 | USCIS](#)
 - If a candidate for a job indicates that they are not a U.S. Citizen or permanent resident, or otherwise unable to meet Form I-9 requirements, they should be instructed to contact **the SLU Office of International Services** to obtain the appropriate authorization to work, which will assist determining if the individual has the appropriate Visa/Authorizations to work in the US
 - **Original documents are required**; photocopies or digital images are not acceptable: [Form I-9 Acceptable Documents | USCIS](#)
 - **Do not proceed with hire** if the applicant cannot or will not meet the criteria, using original documents
4. Once a candidate is selected, request that the Business Manager hire them to the position in Workday
 - There is a 10-day mandatory lead time between the hiring entry and the Hire Date
 - This Workday transaction initiates the onboarding steps that are required to begin working as a SLU employee, including student employees and Graduate Assistants
 - Onboarding tasks and instructions: [Onboarding_Complete-New-Hire-Tasks.pdf - Google Drive](#)
 - I-9 Section 1 is completed as a task within Workday **and must be completed on or before the Hire Date** indicated in Workday
 - I-9 Section 2 is completed by the employee visiting the Division of Human Resources in-person at Wool Center 1st Floor within 3 business days after the Hire Date listed in Workday, and after Section 1 is complete
 - **I-9 deadlines are strict USCIS requirements. Hire Dates cannot be changed once the Hire Date arrives.** If an employee does not complete Section 1 on or before the Hire Date in Workday, or Section 2 within 3 business days after the Hire Date, **employment must be terminated and they must not work**
5. How do I know if an employee has completed all required onboarding tasks and can work?
 - If Section 1 is not completed on or before the Hire Date in Workday, Human Resources will notify by email
 - After successfully completing I-9 Section 2, Human Resources provides the employee a **New Hire Confirmation Receipt**. The employee provides this to their immediate supervisor and/or business manager within 3 days after the Hire Date. If this is not provided, their employment must be terminated and stop working immediately
 - If a student worker is already an active SLU employee and you are hiring them to a secondary role, they may have already completed all onboarding steps, including I-9. In these cases, please contact Human Resources at hr@slu.edu to verify completion before work begins