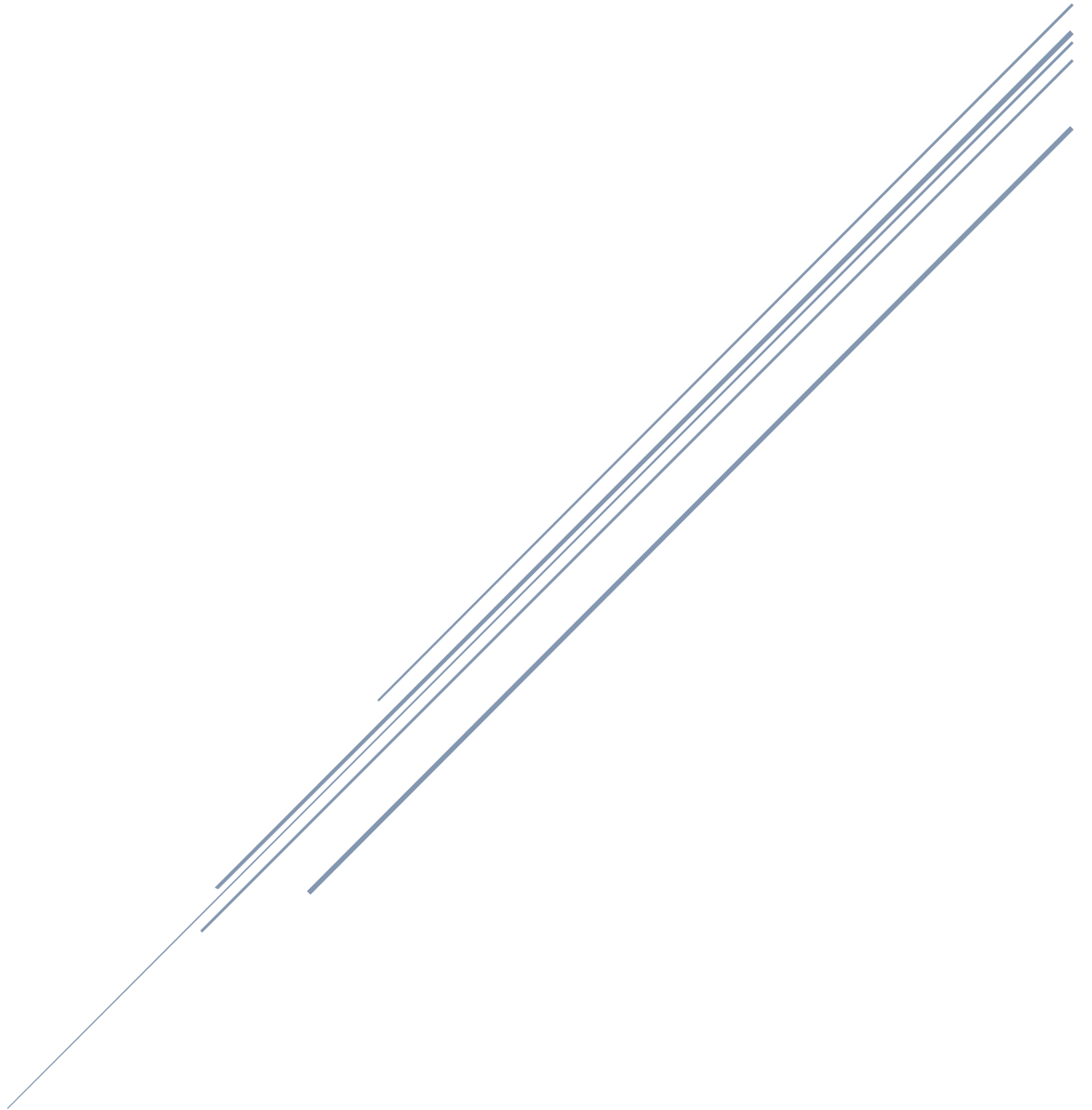


OPS HIRING PROCESSING

APRIL 12, 2018



1. **Candidate completes a TCC online application.**
 - a. Manager extends offer (contingent on background check results)
2. **Manager will provide HR with a candidate's name and email and request a background screening.**
 - a. HR will initiate background screening.
3. **Background check performed**
 - a. If background check returns with no flags in criminal history manager is notified to proceed with hire.
 - b. If background check returns with flags in criminal history, the report is routed to the HR director and/or Campus Police Chief to make a hiring determination
 - i. Once determination is made, manager is notified of the determination.
 - ii. For adverse action, HR sends a consumer report to candidate through HireRight.
4. **Manager initiates hire in Workday**
5. **TCC Account credentials is created for new hire**
 - a. Manager will receive email when account is created or re-enabled
 - b. Manager needs to forward the TCC Account credentials to the employee.
6. **New Hire receives RedCarpet with the following tasks to be completed.**
 - a. Welcome
 - b. Schedule Onboarding Appointment (Must be done within 3 business days of start date.)
 - i. New Hire makes onboarding appointment with HR
 - ii. HR provide instructions of the documents an employee will need to bring along with direction to HR.
 1. A valid photo ID and social security card are required
 2. Acceptable I-9 documents (These documents must be originals; I cannot accept copies)
 3. Immigration documentation is required for all non US Citizens

- c. Review New Hire Packet
- d. Complete FRS Certification
- e. Complete Notification of SSN Collection and Usage
- f. Exemption of Personal Information
- g. Florida Retirement System Statement
- h. HIPPA Privacy Statement
- i. BENCOR

7. New Hire completes Workday Onboarding

- a. Edit Government ID's (New hire needs to provide social security number)
- b. Change Emergency Contact Information
- c. Enter Personal Information
- d. Add Payment Elections
- e. Complete Federal Withholding Elections
- f. Enter Contact Information
- g. Submit Government ID's to HR
- h. Complete I-9

8. New hire meets with HR

- a. New hire will need to bring requested documentation from RedCarpet
- b. Document completed during appointment:
 - i. Oath of Loyalty
 - ii. Topics covered with new hire:
 - 1. Receiving a TCC ID Badge
 - 2. Outstanding RedCarpet Documents
 - 3. Outstanding Workday Documents
 - 4. Overview of Workday HCM
 - 5. Time
 - 6. Personal Information
 - 7. Pay
 - 8. Benefits (Benefited Employees)
 - 9. Employee's Profile