NANCE/Adjunct New Hire Onboarding Process

Complete PAS Sheet

Hiring manager reviews the **applicable deadline**, based on the desired start date, and submits required documents in advance to include:

- PAS Sheet
- Personal Profile
- Student Enrollment Verification Form & Proof of Enrollment, if applicable (NANCEs)

Welcome Letter

Business Services Technician reviews paperwork, emails Welcome Letter and creates Equifax Online New Hire Packet.

3-5 days

New Hire Responsibility

New hire completes Equifax New Hire Packet and clears Live Scan and TB.

Provides:

- Online Application
- TB Clearance
- Transcripts (Adjuncts)
- Retirement Forms

1-2 weeks

Onboarding

Business Services Technician schedules onboarding appointment to verify I-9 and review paperwork (contingent on how quickly the applicant completes and electronically submits items from the previous step).

3-5 days

Hiring Mgr. Follow Up

Hiring manager checks the 'Cleared to Start' report for hire (after paperwork is submitted to HR).

Clearance timeline varies based on payroll processing deadlines.