

NDSU New Employee OnBoarding

As a new employee, the following tasks are included in the OnBoarding. A link will be sent to the new hire to complete and/or review each of the tasks.

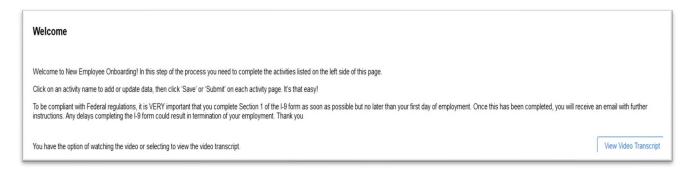
- 1. Welcome
- 2. Personal Details
 - a. Additional Information
 - **b.** Contact Details
 - c. Addresses
 - d. Marital Status
 - e. Emergency Contacts
- 3. Payroll
 - a. Direct Deposits
 - b. Tax Withholding (W-4 Form)
 - c. W-2/W-2C Consent
- 4. NDW-R (Reciprocity Tax Form for MN or MT residents)
- 5. NDSU Documents NDSU Universal Availability Notice 403b no action required.
- 6. ACA Form no action required
- 7. ACA 1095 Consent
- 8. Disability Status
- 9. Veteran Status
- 10. Ethnic Groups

Full Time Benefitted Employees – they may begin these steps before their "start date" if payroll approves the hire prior

Temps and Student Employees – they may also begin these steps AFTER payroll approves their hire – which is typically on or after their start date.

Contains instructional text regarding completing the OnBoarding Activity Guide as well as any notes/comments the campus wants New Hires to know. The Welcome step also includes a welcome video.

*Currently NDSU is using the delivered Welcome Video, this can be updated to include something specific for NDSU.



#2 - Personal Details:

Contains nested steps for new/returning employees to view, add update personal information

• Additional Information: View Only



• Contact Details: Add/Update



Addresses: Add/ Update



Marital Status: Update



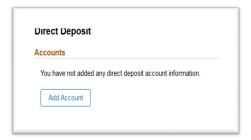
Emergency Contacts: Add



#3 - Payroll:

Contains steps for new employee to add and update banking and tax information including:

Direct Deposit accounts: Add/Update



• Tax Withholding (W-4): Add/Update (as needed)



W-2/W-2C Consent:

Statement to receive W2 electronically or remove consent. Employee will see how they currently receive this form at the top of the step. The checkbox will indicate the action the employee is making when selecting the checkbox and submitting. Step is password protected when a change is made.



#4 - NDW-R:

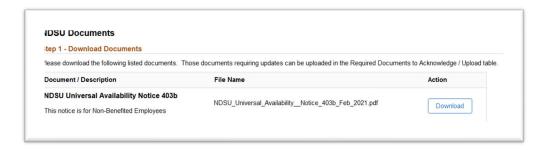
For MN-MT residents for income tax reciprocity. Instructions are written in this step. Link leads to the Updated NDW-R form for NDSU.



#5 - NDSU Documents:

Will include any campus specific document provided by NDSU. Different Actions can be taken on different documents. *Currently, NDSU has one active document:

NDSU Universal Availability Notice 403b with no action by a new employee required.



#6 - ACA Form:

Link will lead employee to the Current ACA form for NDSU. New employee does not need to do anything on this step if they do not want/need to.



#7 - ACA 1095-Consent:

Statement to receive 1095-C electronically or remove consent. Employee will see how they currently receive this form at the top of the step. The checkbox will indicate the action the employee is making when selecting the checkbox and

submitting. Step is password protected when a change is made.



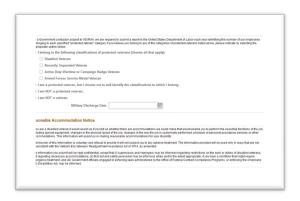
#8 - Disability:

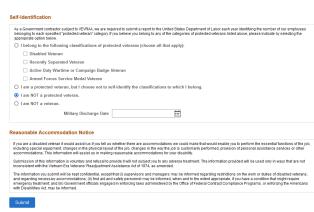
Delivered OMB form for indicating an employee's disability status. Form likely has already been completed from the Application in Recruiting Solutions.



#9 - Veteran Status:

Federal form for Veteran Status self-identification. Form should have an indicator from Application in Recruiting Solutions.





#10 - Ethnic Groups:

Self-identification of ethnicity. Should already be completed from the Job Application in Recruiting Solutions.

Summary:

Will show each step, the status of the step, allow an employee to mark steps complete, go to the step, or complete their OnBoarding. Once OnBoarding is complete for a new hire, the new hire will not have access to the HCM System until their hire date.