**STEPS FOR NEW HIRES- FACULTY/STAFF**

* Submit Background Check to HR – Once it comes back, Supervisor will be notified. (This can take up to 5-7 business days) A formal offer can be made as long as the background check comes back clear.
* Submit a Personnel Change Form to HR with all pertinent information completely filled out.
* Send New Hire Packet to new employee and have them fill out and send back to HR. When information is entered, HR will coordinate with IT to generate a SHC email and password to send to the Supervisor indicated on the Personnel Change Form.
* Employee will then make an appointment with HR to go over Insurance Benefits and provide original documents (Driver’s License and SS card or Passport). They will receive the links to specific Websites (BadgerWeb and Benefits Connect)
* Employee will go to Public Safety for badge and parking tag.