Faculty Onboarding in UAB PeopleAdmin

Office of the Provost

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Welcome to New Faculty Onboarding at UAB!

This guide provides department administrators and others who manage new faculty onboarding with an introduction to the UAB PeopleAdmin Onboarding System. It also provides the step-by-step process for creating onboarding events for your new faculty hires.

Please take a few minutes to review this how-to-guide so that you can easily onboard your new faculty.

Thank you,
Faculty Affairs
Introduction/Overview

- *This presentation covers:*
  - Steps to onboard your new faculty
  - Important Onboarding Reminders
  - Managing & Monitoring Onboarding Checklist Completion
  - Onboarding for Adjunct Faculty and CCIs is not available at this time.
Important Onboarding Reminders

- **When to Start Onboarding** *Details on page/slide 5.*
- **Do Not Move Your Applicant to HIRED.** The system does that for you.
- **Auto-generated BlazerID** – UAB PEOPLEADMIN FEEDS YOUR NEW HIRES’ INFORMATION TO BLAZERID CENTRAL SO THAT THE SYSTEM AUTOMATICALLY GENERATES A BLAZERID FOR THEM. THE NEW HIRE RECEIVES AN EMAIL ASKING THEM TO “CLAIM” THEIR NEW BLAZERID AND SET-UP A CAMPUS EMAIL.
- **New Hires’ Email Account** – YOU MUST HAVE THE NEW HIRE’S UAB EMAIL ADDRESS BEFORE YOU CAN INITIATE ONBOARDING. GIVE THE EMAIL ADDRESS TO FACULTY AFFAIRS TO MAKE SURE THAT ONBOARDING IS CORRECT.
- **Electronic I-9** – new hire information loaded into LawLogix from the hiring proposal.
- **The Supervisor in Onboarding is “you” the department administrator** -- the person managing the onboarding process.
- **Training in e-Learning and Professional Studies:** [FA-01 Faculty Recruitment & Hiring](https://uab.edu) | University of Alabama at Birmingham (uab.edu)
Important Onboarding Reminders

☐ When can I Start Onboarding?
  • Hiring Proposal is at START ONBOARDING
  • The Background Check Coordinator or Faculty Affairs has moved the Hiring Proposal to Start Onboarding
  • New faculty hire has a BlazerID and UAB email account
  • After Faculty Affairs updates the new hire’s user account to reflect their UAB Credentials.
  • **WAIT!** until Faculty Affairs gives you the OK to begin onboarding.
Your How To Guide for Faculty Onboarding

1. GO TO and OPEN the hiring proposal.
2. Move the candidate’s hiring proposal to OFFER ACCEPTED.

3. Once the background check process begins, the hiring proposal will be moved to **Start Onboarding**. You will receive an email notifying you when the Hiring Proposal has been moved to **START ONBOARDING**. **WAIT UNTIL FACULTY AFFAIRS GIVES THE OK TO START ONBOARDING.**

4. Then, choose the new hire’s hiring proposal to initiate onboarding.
Your How To Guide for Faculty Onboarding

5. Click on **Create Onboarding Event** (located on the right under the Print Preview link);

6. In the **Work Email Field**, enter the UAB email address (this **must** be the UAB campus email address).

**STOP**

**DO NOT INITIATE ONBOARDING UNTIL YOU HAVE THE NEW HIRE’S UAB EMAIL ADDRESS and FACULTY AFFAIRS HAS UPDATED THE NEW HIRE’S USER ACCOUNT IN PEOPLEADMIN.**
7. Select your name as the SUPERVISOR. The supervisor is the administrator who is managing the Onboarding process.

8. Select and assign the Getting Started and Welcome, the Department Admin Preparing for New Hires Arrival, and the Background Check Coordinator checklists.

9. You can assign multiple Onboarding Checklists at one time.

10. Assign a due date for the faculty member to complete the tasks on the checklist(s).
Your How To Guide for Faculty Onboarding

11. To assign additional onboarding checklists; **Click on Update Onboarding Event** inside the employee’s Hiring Proposal. See image below.

12. Assign the additional checklists and due dates as needed.
Assigning Additional Onboarding Checklists

As shown in the screenshot, be sure to click to “x” to remove the checklists that you have already assigned.

Then assign your new checklists, such as FIRST 30 DAYS – UAB STANDARD – ALL FACULTY.

This keeps your faculty member from getting duplicate checklists.
Which Onboarding Checklists do I assign and when?

• **First:** Background Check, Department Admins, Before First Day *at least 30 days before 1st day*

• **Second:** First Day and Two Weeks, First 30 Days- Standard All Faculty *assign on hire date*

• **Third:** 30-60 Days

• **Fourth:** 60 – 90 Days *assign 60 days after start date*

• **Fifth:** 90 Days and Beyond *assign 90 days after start date*
What tasks are in the checklists?

- Please see the attached Listing of Checklists in UAB Faculty Onboarding document for specific details of what tasks are included in each onboarding checklist.
Monitoring the Status New Hire’s Onboarding

1. Go to the Onboarding (Employee Records) module from your UAB PeopleAdmin dashboard.
2. Click on the “magnifying glass” or search icon to see a list of your faculty who are in onboarding.
3. Click on the faculty member’s name to see their onboarding.
4. See the checklists that have been assigned to see the % completion of the checklist.
1. Go to the Onboarding (Employee Records) module from your UAB PeopleAdmin dashboard.
2. Click on the Reports Icon
3. Click Checklist Completion and select a checklist to view (Ex: Before First Day Getting Started and Welcome.)
4. See your new hire’s onboarding progress
5. Download report to Excel
It is vitally important that you, as the administrator, manage the **Onboarding** process for your faculty member. You may keep up with the due dates for assigning the next checklists by using options such as your Outlook Calendar or a spreadsheet.

**Faculty Onboarding Resources:**

UAB Faculty Onboarding Web pages and resources: [Faculty Onboarding Department Resources Web pages](http://facultyaffairs@uab.edu)

Email to [facultyaffairs@uab.edu](mailto:facultyaffairs@uab.edu) with questions, and we will add these to the FAQs.