

Onboarding Workflow Responsibilities

HR Responsibilities

1. Available for questions, concerns, and direction from position creation throughout the employee life cycle.
2. Once HR receives the new hire (NH) template, onboarding is initiated. HR will send new hire paperwork and a background check which must clear before employee can start work without exemption.
3. HR will notify the following teams and CC hiring manager/lead:
 - a. IT – for initial tech equipment needs based on NH template
 - b. Accounting – for credit card or Certify account if noted in the NH template
4. If V- is requested on NH template, HR will initiate the V-dash process with Studios upon the completion of a clear background check. Once submitted to Microsoft, the process is out of HR's hands. This process can take up to 2 weeks and has a fixed timeline according to Microsoft's process.
 - a. HR will send instructions for the v-dash process including timeline info, mandatory trainings, and required paperwork to new hire and CC hiring manager/lead.
 - b. If a badge is requested, please note the following information will be required of the new hire.
 - i. Mailing Address:
 - Phone Number:
 - Picture you'd like on your badge. This should be high res, chest and above, no hat or sunglasses.
5. HR will schedule a 20-minute virtual orientation with new hire and set them up in ADP on their 1st day. This orientation also includes ADP login and timecard instructions.
6. For Full Time W2 hires, HR will collect information from the new hire to send out a welcome email to the company. For temporary or short term hires, this can be done by request.

IT Responsibilities

1. IT will provide equipment for new hire. Standard issue is a laptop and accessories: mouse, charger, and badge to the office (if corporate).
2. IT will email new hire's login information to the hiring manager when available. IT will email the new hire's personal email with information to setup their RUN email account for the first time, if applicable.
3. If applicable, IT grants access to RUN email, internal communication tools, Zoom, Frame IO, Harvest, Adobe, BOX, and the server. Invitations to these platforms will be in their work inbox.

Equipment Pickup:

- Amazon Hire: PM will manage this without HR
- Microsoft Hire: HR will assist in coordinating and IT will drop off equipment on location unless otherwise specified.
- Corporate Hire: HR will notify IT of equipment needs and coordinate with IT, new hire, and hiring manager for new hire to meet with someone on site to pick up equipment and get connected to

the network. (In the post-Covid world, it is the hiring managers responsibility to meet with the new hire. IT will not be onsite but is available to support via call, text or email.)

Hiring Manager Responsibilities

1. When a hiring need arises or the need to open a job requisition, please reach out to HR and Recruiting to discuss pay and bill rate ranges in addition to developing a job description. During this time the position will also be classified as W2 or 1099. Please do not discuss pay rates or type (hourly or salary) with the candidate without HR or Recruiting's involvement.
2. If you have a candidate identified and would like to make an offer, please complete the new hire template and send to HR and Recruiting.
3. If you do not have a candidate identified and need to open a requisition, please complete the Recruiting Request form and submit to the Recruiting alias.
4. Provide specific IT requirements on NH template. If additional needs arise, please respond to the email from HR to IT with initial new hire details that you are CC'd on. If access is needed for programs other than standard issue, please include this via email as well.
5. Once equipment has been acknowledged as ready, please contact your new hire to arrange a meeting in the office to get set up.
6. HR will cc the hiring manager on the welcome to RUN email. As the manager, please respond to this email to welcome your new hire and set a plan to meet your new hire on their first day. During their first day, please ensure they get logged into their laptop and have accessed the RUN network. If a corporate hire, email credentials will be sent to you from IT.
7. Employee training for role-specific items or tools is the responsibility of the hiring manager.
8. From a people manager perspective, consider ways to make your new hire feel welcome. Schedule a lunch on their first day or first week, introduce them to the team, start scheduling consistent 1-1's to review their training and performance, and setup a 30 and 90-day check-in. For guidance on this please feel free to reach out to HR.