

Hires

New employees must complete the New Employee Onboarding on or before their hire date. Section 1 of I-9 form in the Onboarding must be completed by the hire date in People Soft.

I-9 Documents for Section 2 must be presented to the Payroll Office or an E-Verify site by the third business day of hire. Employees will receive an automated email with the List of Acceptable Documents after completing Section 1. We ask the departments to follow up with their new employees and their Onboarding.

It is requested you maintain a spreadsheet and track the progress of your employees to stay in I-9 compliance. Managers may review the Onboarding status of their employees by using the following steps:

- Go to Manager Self Service Homepage
- Click on My Team
- Next to the employee's name, click on the dropdown for an employee with the Onboarding role to view the Onboarding status.

It is very helpful to inform the employees that these documents will be needed when they have accepted the soft offer.

Please ensure the online Onboarding has completed prior to sending them to the Payroll Office with their I-9 Documents.

If you have any questions, please contact Anita Kemnitz at 777-4890.

Flexible Spending Account Reminders

Employees are encouraged to log into their flex account on a regular basis to check balances and to verify claim submissions until they have reached a status of "paid." Checking accounts will also prevent their debit card from being suspended because of a validation request that was not completed. Balances can be found at <http://www.asiflex.com/> and clicking on the Online Access/Account Detail tab at the top of the page.

Recruiting Solutions Updates

There have been some updates to the hiring processes in Recruiting Solutions. Please be sure to access the [hiring guides](#) for your next hire to follow the most up to date process. One new change: you no longer have to save your offer as a draft prior to submitting it for approval.



Happy Fall!

