

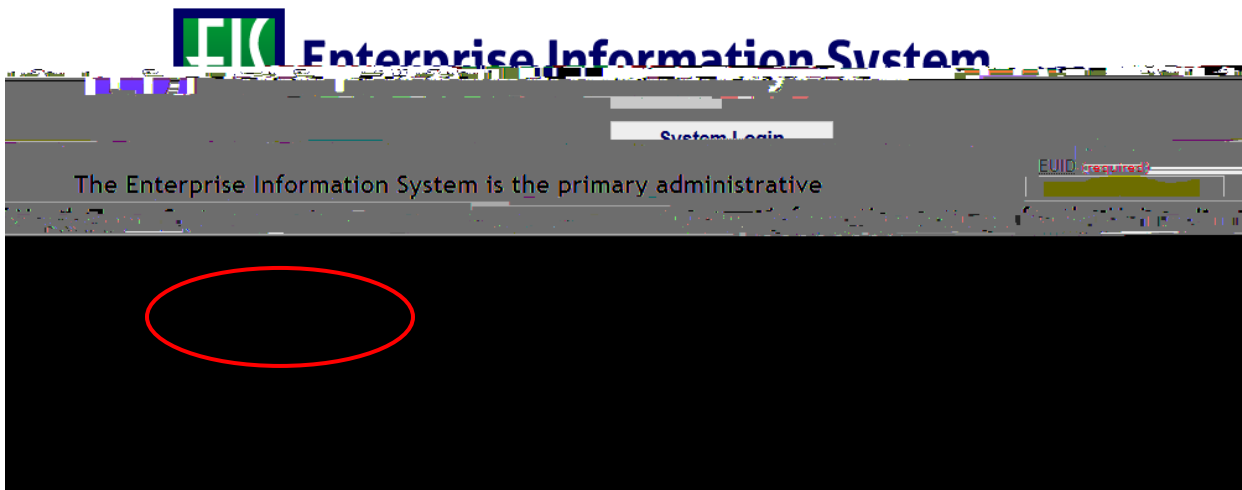
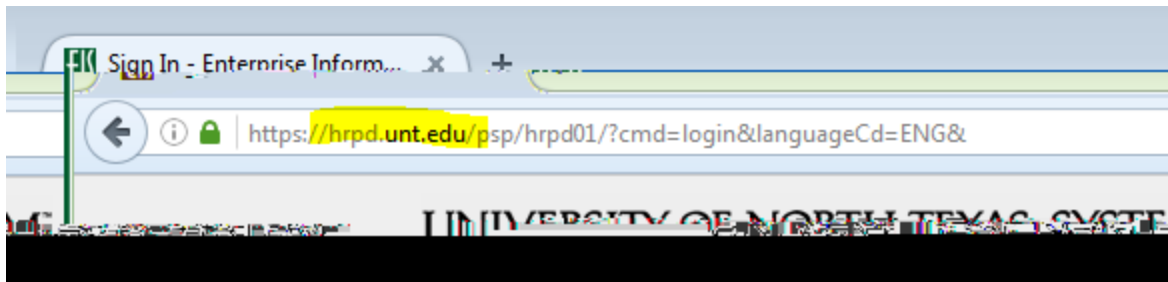


- Use this to

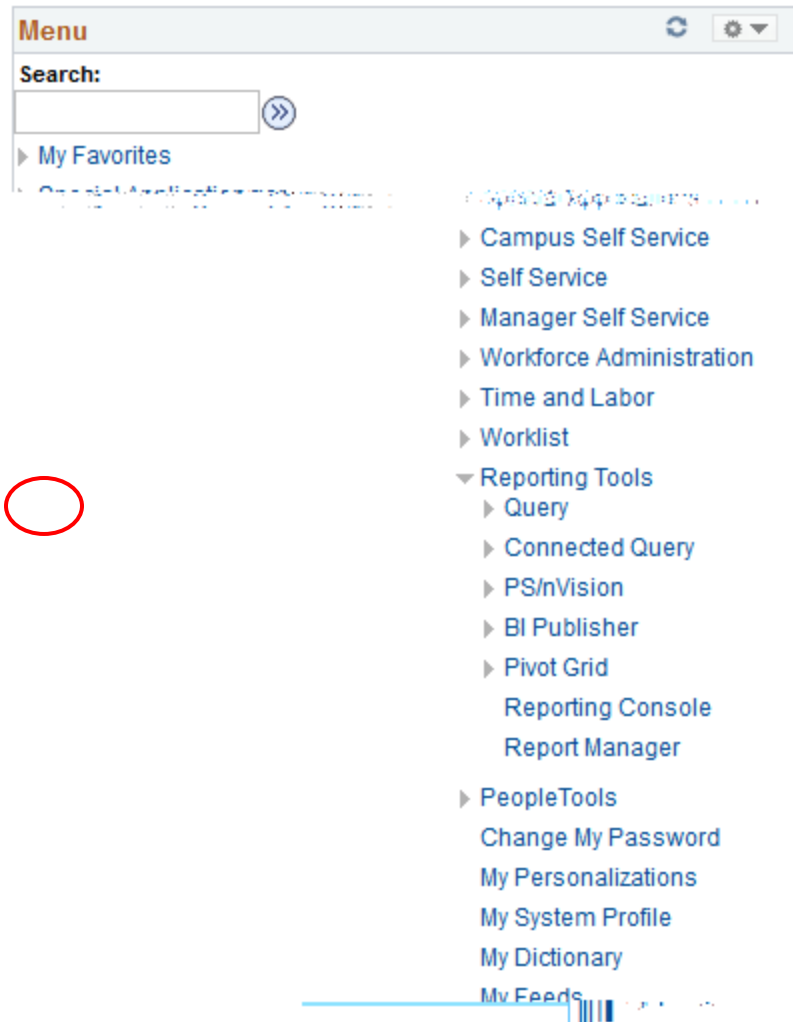
check onboarding status for a group of employees.

To Begin:

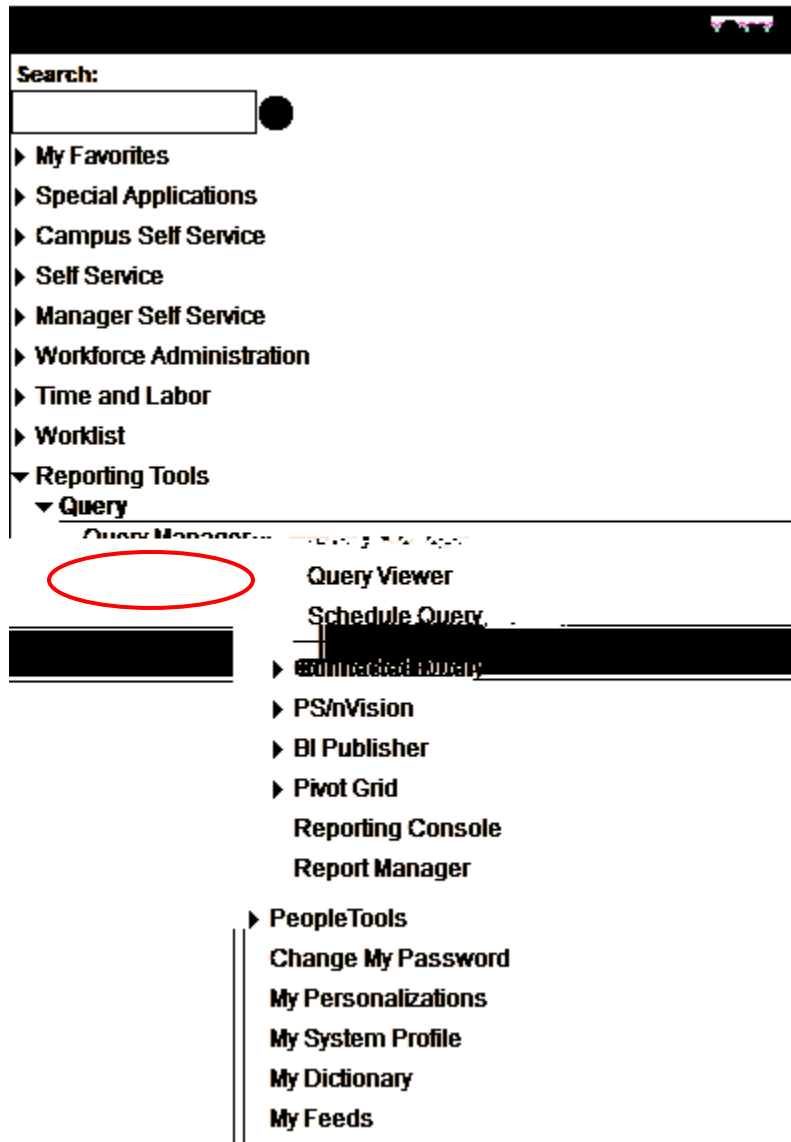
- Go to <https://hrpd.unt.edu/psp/hrpd01/?cmd=login&languageCd=ENG&> to login.
- Enter EUID.
- Enter Password.
- Click "Sign In" or press "Enter".



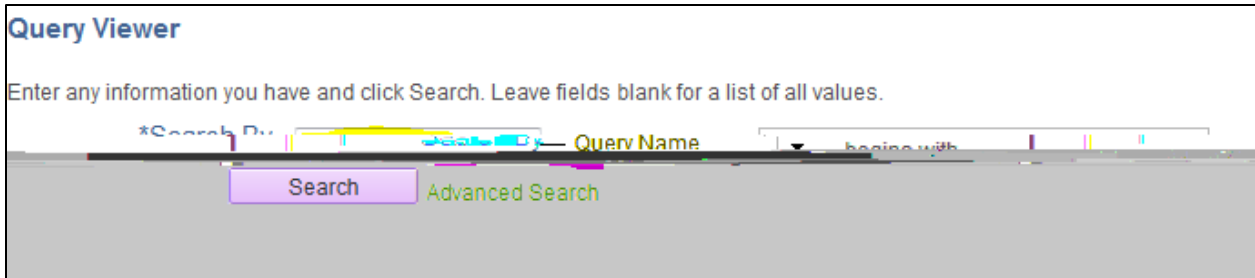
When the drop down menu appears, click on the " " symbol to the left of " " for another drop down menu.



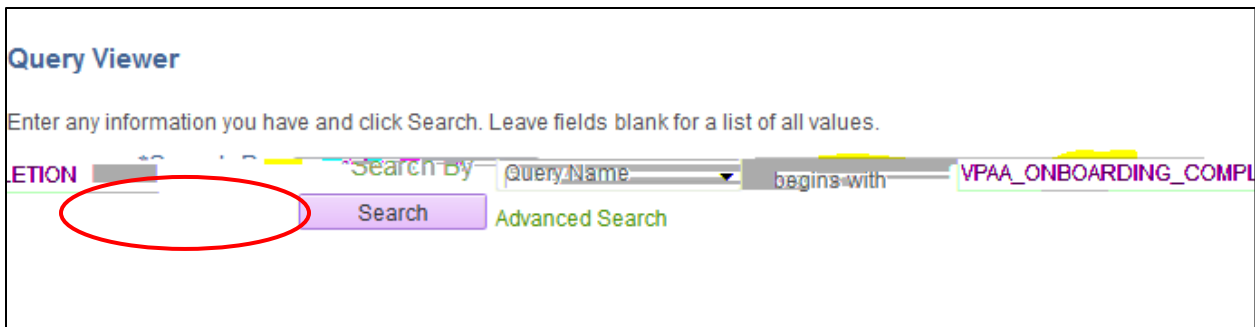
With this drop down menu, select " ".



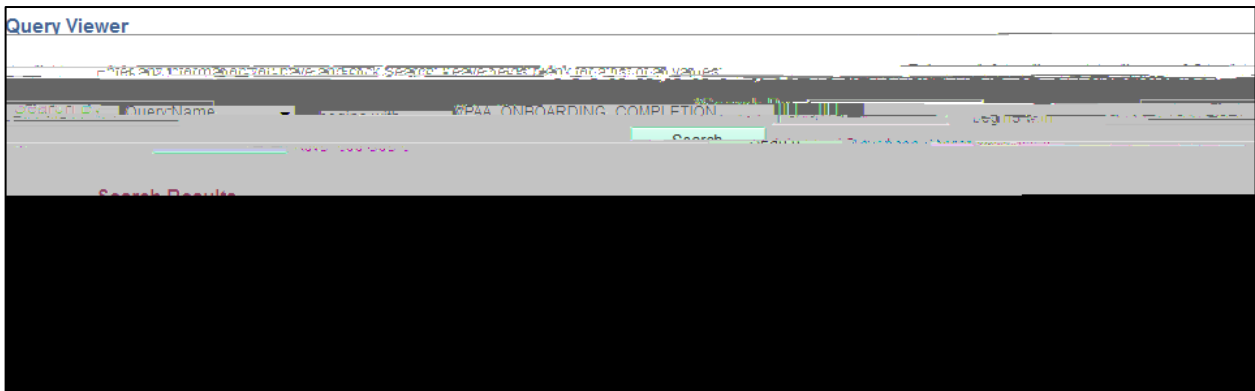
The screen below will appear.
 The " " field should have " " in the drop down box.



In the " " box, type "
 Click " ".



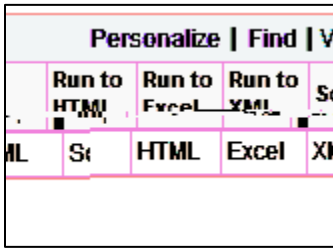
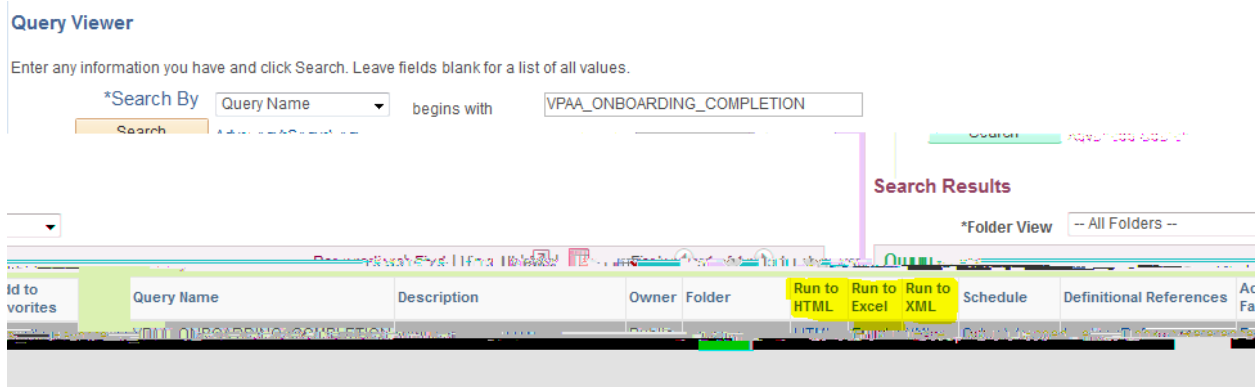
The below screen will appear.



- The options for this report are " , " " , " or " ".
 o and are the best options.
 o Choose either or based on preference.
 o will open the report within EIS.
 o will open the report in Excel and will require saving.

(for HTML users, refer to pg. 10)

Under " , " click " " .



The screen below will appear in a new tab.



In the field, type the date and time to view where specific employees are in the onboarding process.

- This date and time will provide information on onboarding activity ____ the date and time entered.

Enter the (ex. 3/17/2017).

Leav7(ea)13.60000038(v)-2.5(.00 Tc0 Tw1.174000Bi77199995 0 Td)/9.6(D)-3jTT0 1 Tf.002 Tc.174000Bi771TcPT

| VPAA_ONB3 | | | | | | | |
|-----------------|-----------------|------------|------------------|---------|------------------|------------|-------------|
| Created | Modified | Created By | Modified By | Created | Modified | Created By | Modified By |
| 3/17/2017 12:47 | 3/17/2017 12:54 | 11022646 | Lee, Kristina T | ktl0031 | 10/29/2015 14:02 | | |
| 3/17/2017 12:47 | 3/17/2017 12:23 | 11184466 | Cooley, Rayce | rc0506 | 6/6/2016 9:42 | | |
| 3/17/2017 12:47 | 3/17/2017 12:47 | 11166046 | Ethape, Sayali S | sse0028 | 3/15/2017 17:06 | | |

- Refers to EMPLID(s).

| ID |
|-----|
| 110 |
| 111 |
| 111 |

- Refers to legal name of employee.

| |
|------------|
| [Redacted] |
|------------|

- Refers to EUID of employee.

| User |
|------|
| ktl |
| rc0 |
| sse |

- Will give month, day, year, and time the employee initiated the onboarding process.

| DtTm Created |
|------------------|
| 10/29/2015 14:02 |
| 6/6/2016 9:42 |
| 3/15/2017 17:06 |

- Will give month, day, year, and time the employee made changes/completed all the steps within the onboarding process (6 steps total).

| DtTm Updated |
|-----------------|
| 3/17/2017 12:54 |
| 3/17/2017 12:23 |
| 3/17/2017 12:47 |

- Will provide "Y" for yes or "N" for no, showing completion of the onboarding modules.

| Completed? |
|------------|
| Y |
| Y |
| N |

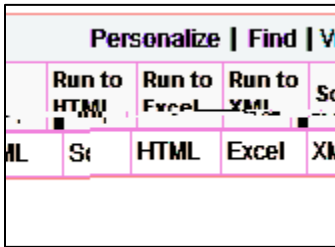
- Details the steps within the onboarding process. A total of 6 steps should be initiated and completed.

| On-boarding Step |
|------------------|
| 1 |
| 1 |
| 2 |

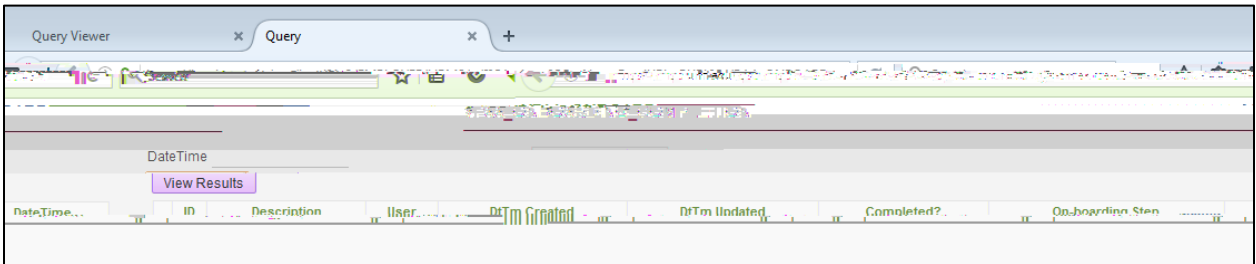
- = Welcome Aboard
- = Policies, Information, and Notices
- = Required Forms
- = Employee Benefits
- = Payroll, Leave, and Holidays
- = Parking

| DateTime |
|-----------------|
| 3/17/2017 12:54 |
| 3/17/2017 12:23 |
| 3/17/2017 12:47 |

Under " " click " ".



The screen below will appear in a new tab.



In the field, type the date and time to view where specific employees are in the onboarding process.

-

- Refers to EMPLID(s).

| ID |
|------|
| 1000 |
| 1000 |
| 1043 |
| 1043 |
| 1043 |
| 1001 |
| 1001 |
| 1001 |
| 1001 |
| 1001 |
| 1001 |
| 1001 |

- Refers to legal name of employee.

| Description |
|-------------|
| Bur |
| Bur |
| Joh |
| Joh |
| Joh |
| Car |
| Car |
| Car |
| Car |
| Car |
| Car |
| Car |

- Refers to EUID of employee.

| User |
|-------|
| ce 9 |
| ce 9 |
| an 60 |
| an 60 |
| an 60 |
| bd 6 |
| bd 6 |
| bd 6 |
| bd 6 |
| bd 6 |
| bd 6 |
| bd 6 |

– Details the steps within the onboarding process. A total of 6 steps should be initiated and completed.

| |
|---|
| 2 |
| 2 |
| 3 |
| 1 |
| 1 |
| 3 |
| 2 |
| 5 |
| 4 |
| 6 |

- = Welcome Aboard
- = Policies, Information, and Notices
- = Required Forms

| DateTime | |
|------------|----------------------|
| 03/23/2017 | 3:35:24PM |
| 03/23/2017 | 3:00:10PM |
| 2017 | 9:09:30PM 03/20/2017 |
| 2017 | 9:31:15PM 03/20/2017 |
| 2017 | 9:07:18PM 03/20/2017 |
| 2017 | 1:48:11AM 03/26/2017 |
| 2017 | 9:59:00AM 03/27/2017 |
| 2017 | 9:47:11AM 03/27/2017 |
| 03/27/2017 | 10:02:03AM |
| 03/27/2017 | 10:08:07AM |

