

# Procedures for Onboarding New Employees

## ONBOARDING NEW EMPLOYEES:

After accepting an offer letter of employment through SuccessFactors, the new hire receives an email linked to the data collection wizard within the Onboarding process. Once the information is completed, a system-generated email notifies the new hire of their PUID and User ID. This information is required to complete the account activation process.

A link to the University's Onboarding website can be found here:

<https://www.purdue.edu/hr/successfactors/onboarding/index.php>

- **Obtain Purdue Career Account Password**
  - Every employee has a password. It is the first line of defense from unauthorized access to your Purdue Career Account. Employees may be required to change this password at least twice a year.
  - Have employee contact Campus Support to create this password:
    - Purdue West Lafayette – 765-494-4600
  - They may need the new employee's username and PUID (provided in a previous email) in order to assist. This password is needed to create the BoilerKey and is used to access some systems, such as email.
- **BoilerKey**
  - BoilerKey is Purdue's two-factor authentication service. A BoilerKey is required to access most Purdue systems. Please visit the [BoilerKey website](#) to learn how to set up BoilerKey. Please contact the Campus Support listed above for additional assistance.
- **SuccessFactors**
  - Access SuccessFactors with employee's Purdue Career Account (User ID) and BoilerKey. SuccessFactors is Purdue's human capital management system, used for employee self-service, timekeeping and time off, recruitment and more.
  - Access the Onboarding tiles within SuccessFactors to view Onboarding Coordinator contact information. The Onboarding Coordinator is listed under Useful Contacts.
- Register employee for new employee orientation; offered weekly on Mondays. To register, go to <http://www.purdue.edu/hr/careers/resources/employeeorientation.html>. Questions about new employee orientation may be directed to Teresa Rohler at 49-41679 or [teresar@purdue.edu](mailto:teresar@purdue.edu).
- Send email notice to College of Pharmacy faculty and staff [faculty@pharmacy.purdue.edu](mailto:faculty@pharmacy.purdue.edu) and [staff@pharmacy.purdue.edu](mailto:staff@pharmacy.purdue.edu) and any others who need to know, regarding new employee start date/office location/phone/email
  - SAMPLE TEXT:  
*All, we are very pleased to announce that (name) will be joining our office as (position). S/he will be starting on (date). (First name) comes to us from (previous position) where s/he (one sentence summary of previous job description). Please join me in welcoming (first name) to the College of Pharmacy*
- Notify IT by submitting ticket requesting computer access for new personnel via the following website: <https://apps.pharmacy.purdue.edu/accessrequest/>
- Request phone and/or phone number through business office

### **Supervisor and/or Department Secretary Duties – first day**

- Have employee fill out Form 12 if previous job was with Purdue – to change phone number/office address
- Employee must complete Section 2 of the I-9 within 3 business days. This can be completed in the business office.
- Tour of RPHH or other applicable building and introductions to appropriate staff/faculty
- Request office key and any other applicable keys from Building Deputy. Building Deputy will need employee's PUID to grant employee main door access.
- Have staff member purchase a new parking permit online
  - See link for purchasing and parking information: <https://www.purdue.edu/parking/>
- Discuss dress code and any other department-specific policies, including who to call when ill or late reporting to work, including any necessary forms.
- Provide organizational chart and names of individuals he/she will work closely with
- Review new employee's work hours, the department's office hours, lunch hour, and overtime policy/procedures

### **Supervisor and/or Department Secretary Duties – first week**

- If applicable, request department secretary order name badge – through [Awards Unlimited](#), or call 765.447.9413 if questions.
- If applicable, request department secretary order business cards
- Explain procedures for reserving conference rooms and utilizing videoconference units
- If applicable, order Travel Card if needed by using the following link:
  - [http://www.purdue.edu/business/travel/pdf/Travel\\_Cardholder\\_Agreement\\_v2-Appendix\\_N.pdf](http://www.purdue.edu/business/travel/pdf/Travel_Cardholder_Agreement_v2-Appendix_N.pdf)
- The University utilizes an on-line travel system called **CONCUR**. Training can be provided. Here is a link to more information:  
[https://spa2010.itap.purdue.edu/Business/businessatpurdue/Pages/travelexpense.a\\_spx](https://spa2010.itap.purdue.edu/Business/businessatpurdue/Pages/travelexpense.a_spx)
- Have employee obtain a **Purdue Identification card**: Hovde Hall, Room 14, from 8:00-5:00 M-F. [Getting my Purdue ID Card](#)
- Have employee complete the Ergonomics Assessment through REM to obtain proper workstation setup.  
<https://www.purdue.edu/ehrs/rem/laboratory/Personal/ergo.html>