



Agency HR Office Roles & Responsibilities

as of November 1, 2012

➤ **Role**

Congratulations on hiring your selected candidate! The commonwealth has established an enterprise onboarding process to help all new employees feel welcome, communicate your agency's mission and values, streamline human resources (HR) in-processing and provide standardized orientation information. Your role is extremely important in acclimating the employee to the culture of your organization and communicating how he or she can contribute to its goals.

➤ **Responsibilities**

- Submits Fill a Vacant Position E-PAR to the HR Service Center **14 days prior** to the start date
- Receives copies of the supervisor's email notifications; no action needed
- If supervisor's position is vacant, or depending on agency business processes:
 - Works with agency information technology, space management and badge/security offices to prepare for employee's Day 1
 - Reminds employee of online orientation requirements and deadlines
 - Ensures that the supervisor's responsibilities are covered
- Provides assistance to the supervisor to ensure the employee has access to a workstation/instructions and the time to complete the online orientation (if additional time is needed by the employee)
- Receives email notification with prior service form data
- Processes adjustments to leave service credits and/or seniority credit (if applicable)
- Accesses central electronic Official Personnel File records to view onboarding records – Workers' Compensation Acknowledgement and Policy Acknowledgement Summary
- Conducts agency orientation according to agency practice
- If someone in your office is designated as the I-9 Verifier:
 - Receives email notice of employee's completion of I-9, Section 1
 - Verifies original employment eligibility documentation within three days of employee's start date
 - Completes I-9, Section 2 electronically for routing to the HR Service Center
- Reviews and addresses results of 30-day and 180-day employee and supervisor onboarding surveys

➤ **Timelines**

- 14 Days in advance of Day 1: Submits E-PAR to the HR Service Center
- Day 1: The new employee should have completed the required forms in the online orientation, Tour 1 – Completing the Hiring Process > Before You Begin folder
- Day 3: The new employee should have completed the policy acknowledgements in the online orientation, Tour 1 – Completing the Hiring Process > Workplace Rules folder
- Week 1: The supervisor should have completed the supervisory orientation
- Week 1: Your office should have scheduled, or even completed, the agency HR office orientation
- Day 14: The new employee should have completed the online orientation, Tour 2 – Your Job with the Commonwealth
- After 30 days: Reviews and addresses feedback from employee and supervisor orientation surveys
- After 180 days: Reviews and addresses feedback from employee and supervisor onboarding surveys