

Hire and Onboarding: New Adjunct and FHSU Online Faculty

Welcome to Fort Hays State University! We are excited to have you join our Tiger team. As your hire gets started, please note that many departments are involved in the hire process; therefore, it can take time. We ask for your prompt response when asked for materials or information needed to process your hire as quickly as possible. The Human Resource Office is your contact for any questions regarding onboarding, payroll and technology access; feel free to reach out anytime at 785-628-4462. Below is a checklist to help guide you through the process.

1. I-9 Verification - You will receive an email from HR with instructions to complete the on-line I-9 employment verification from Validity. You will need to provide identification documents to HR to complete this step, so please read the instructions when provided.
2. Background Check - If you will be teaching in person courses or working within the community as a representative of FHSU, you will be asked to complete a background check. You will receive a form to fill out and return to HR. It usually takes just a few days to receive the results. If you are strictly teaching on-line courses, you will not be asked to complete the background check.
3. Issue Logon - After completing your I-9 and background check, your hire moves to the Technology Department. They will issue your login name and a temporary password to access our technology systems such as Outlook and Workday. This is also when Blackboard access is kicked off as well. There may be a small lag in time, but you will be able to access Blackboard shortly after receiving your login information.
4. Appointment Form (Contract) - Every course you teach will require a signed appointment form (contract). If you are teaching an online course, your appointment form will be sent to you via email.

If your course is on-campus, then in addition to your appointment form, you will need to complete the Conflict of Interest and Time Declaration (Form A). Depending upon your answers on Form A, you may need to complete a Form B for disclosure. Your appointment form and the Conflict of Interest forms will be sent to you via email. The Conflict of Interest and Time Declaration forms are completed once a year. This is Kansas Board of Regents policy.

5. Onboarding - Lastly, you will need to complete Onboarding in our payroll system, Workday. You will receive an instructional email from HR regarding the exact steps to complete this process. Each step will be a "task" in your Workday inbox. Please do not enter your information outside of the "tasks", as this will create errors:
 - a. Enter personal data (Name, Address, Survey)
 - b. Edit government ID's (SSN)
 - c. Complete your tax withholdings
 - d. Enter your emergency contacts
 - e. Review and submit through hiring documents (tax clearance, Oath, substance abuse, emergency notification system)
 - f. Enter veteran status and disability statement
 - g. Manage your payment elections (enter your banking information)

- h. Tiger ID and parking permit - parking permits are issued by the University Police. Please contact them at 785-628-5304 or visit their website at <https://www.fhsu.edu/university-police/> Permits are free for faculty and staff at FHSU. Tiger ID's are only issued in person, please visit the Memorial Union 208 to receive an ID or call them at 785-628-5533 with any questions.
- i. Sexual harassment training - you are required to complete sexual harassment training as an employee of FHSU. The following link should be in your task in workday: <https://tigerlearn.fhsu.edu/events/category/sexual-harassment/list/>.