

Onboarding Checklist for New Adjunct Faculty

Welcome to Fort Hays State University! It is our hope that you work through your onboarding procedures in a timely manner, so that you may be placed onto payroll and receive access to university email and electronic systems. You will be receiving emails from both our Human Resource Office (HR) and our Technology Services department with steps to complete your hiring process.

Step 1: Complete the I-9: FHSU has contracted with Validity Screening Solutions to provide electronic processing of the Form I-9. Completion of the form verifies that an employee is eligible to work in the United States.

- **Section 1:** Complete the first section via the link sent by the HR office to your email.
- **Section 2:** You will need to provide your original identification to HR, either in person or by sending notarized copies.

Step 2: Complete a background check: If you are teaching on campus, you will be need to complete a background check form and successfully complete a criminal background check. Either your department or the HR office will provide you with the form and you will need to return it to the HR office for processing.

Step 3: Workday: This is the university's HR and payroll system. You will be contacted by our Technology Services Department with your login information. Please login to your account as soon as you receive this information to begin your onboarding process.

Step 4: Appointment Form: You will receive your appointment form via email. Please sign and return as soon as possible.

Step 5: Onboarding: You will receive an email letting you know that your onboarding tasks are ready to be completed in your Workday inbox.

- Enter personal information (DOB, Citizenship, Marital Status)
- Add emergency contact information
- Review documents (Tax Clearance, Employee Oath, Substance Abuse Form, Emergency Notification System)
- Complete federal (W-4) form and appropriate state withholding form. If you live in a state where state tax is not applicable, choose Kansas withholding and HR will manually override this election.
- Self-Identification of disability
- Add veteran status
- Manage payment elections (Direct deposit/Banking information)
- Enter government ID's (Social Security Number)

*Additional steps will appear in your Workday Inbox after completion of the steps above:

- Add education history
- Upload all academic transcripts – Submit official transcripts for all degrees to the HR Office
- Additional new employee information (parking permit and Tiger ID card)
- Sexual harassment training