Indiana University – Enterprise Systems – New Hire Flow Chart

The below “work flow” is intended to reflect activity to process a new hire within HRMS, to verify employment eligibility, and to complete a background check. These actions would take place after the unit has completed: a) consideration of candidate-disclosed credentials and any criminal background, b) employment offer is extended, and c) candidate has accepted employment. (Unless specified elsewhere, procedures for these pre-hire activities are determined by units. IU policies require the completion of the IU Employment Application form for all Staff and Temporary employees before offer of employment is extended.)

Initiate Hire Process
(After candidate accepts IU employment)

Obtain basic personal data and candidate’s authorization for background check
(May be concurrent with new employee’s acceptance of employment)

Unit\(^1\) enters Data into GIS Employment Eligibility systems to initiate:
Form I-9 with E-Verify and Background Check\(^3\)

New Hire receives “invite” from GIS to complete Form I-9 Section 1 via on-line access

New Hire completes Form I-9 Section 1
(Must be completed on or before the Date of Hire)
Do not allow work to begin unless completed as required

Unit completes Form I-9 Section 2
(Must be completed within three business days of the Date of Hire)
Unit ceases employee’s work if not completed within three business days

GIS automatically initiates DHS E-Verify

See the Indiana University – Enterprise Systems – Background Check Flow Chart

Enter New Hire Data into HRMS E-doc(s)\(^2\)
(E-doc initiated immediately after acceptance)

Campus Academic Affairs or HR reviews and “saves” E-doc action into HRMS PeopleSoft (“Save” to HRMS completed as soon as possible)

If eligible for benefits, HRMS sends message to new hire for Self-service benefits enrollment

New Hire completes benefit enrollments in HRMS
(Prefer completion before date of hire; payroll tax withholding and direct deposit completed via separate paper process)

GIS retains Form I-9, E-Verify, and background check information
GIS provides reports to Academic Affairs and HR offices

1 Unit refers to RC, schools or departments except at the regional campuses
2 Designated E-doc initiators access HRMS E-docs system
3 GIS system users must be approved by unit management
4 Campus Academic Affairs or HR office receives notice of any issue with employment eligibility and/or background check. That office would follow up with hiring unit to reconcile individual’s employment status