

# Onboarding

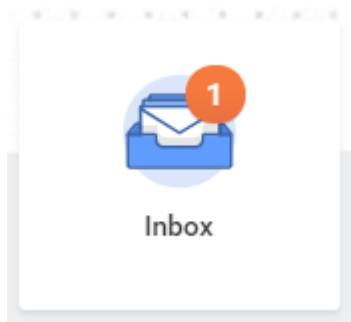
## Overview

The Onboarding process ensures new employees are efficiently and consistently integrated into CoorsTek.

**Who Does This:** HR Business Partner

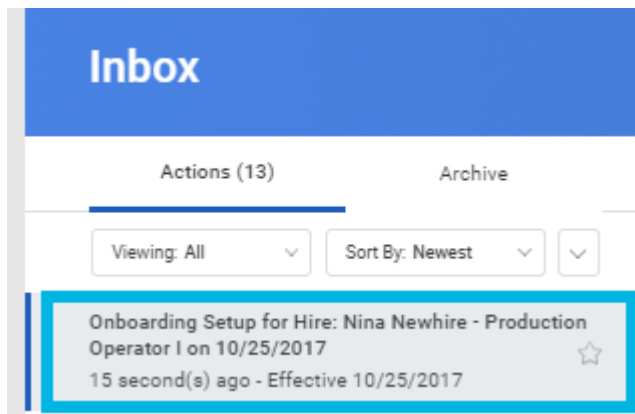
## Things to Know:

- Onboarding is automatically initiated within the Hire process.
- You may manually launch Onboarding as needed for internal transfers and job changes.
- After you submit the Onboarding Setup task, the new employee will receive two system generated emails from [coorstek1@myworkday.com](mailto:coorstek1@myworkday.com) with his/her Workday username and password. He/she will also receive a notification with instructions to complete the preboarding Inbox tasks.
- The new employee, his/her Manager, and you will receive Inbox tasks to complete. All tasks should be completed within the new employee's first week if an earlier due date is not specified in the steps below.
- The new employee's Manager will receive a weekly alert each Wednesday with an Onboarding Status Summary if he/she has a direct report with incomplete Onboarding tasks.
- You will receive a report each Wednesday with an Onboarding Status Summary for employees assigned to locations you support.



### Step 1

Choose the Inbox worklet.



### Step 2

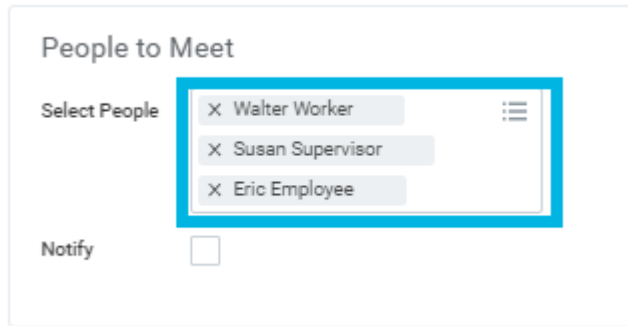
Choose the Inbox task **Onboarding Setup for Hire**.

Complete steps 2-5 to complete Onboarding Setup. The data entered in these steps will appear in the new employee's Onboarding worklet.



### Step 3

Review the "From My Manager" message.



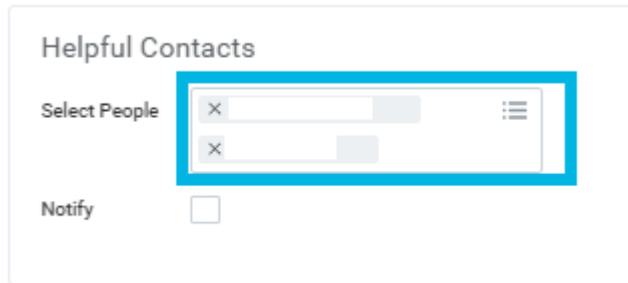
#### Step 4

Review the People to Meet.

The default people listed are the Plant Manager and EHS and Quality leaders.

Click the x next to a name to remove a person.

Type a name and Enter OR use the list icon to add a person. ☰



#### Step 5

Review the Helpful Contacts.

The default people listed are the HR Partner and Benefit Partner.

Click the x next to a name to remove a person.

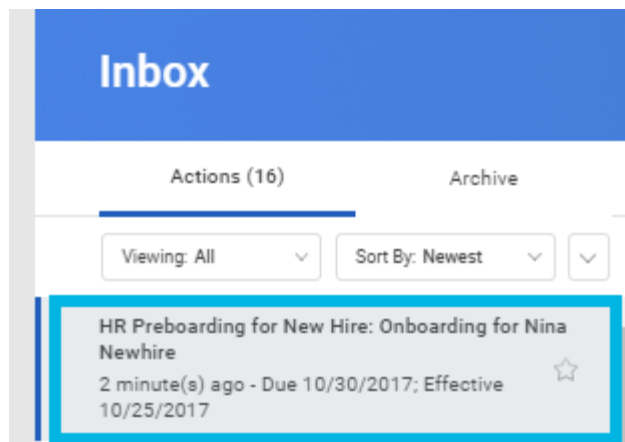
Type a name or use the list icon to add a person. ☰



#### Step 6

Click **Submit**.

After you submit, Workday will send the new employee his/her Workday login information and instructions to complete the preboarding tasks.



#### Step 7

Choose the Inbox task **HR Preboarding for New Hire**.

## Complete To Do

### HR Preboarding for New Hire Actions

1 day(s) ago - Due 10/30/2017; Effective 10/25/2017

For [Production Operator I](#)

Overall Process [Hire: Nina Newhire](#)

Overall Status [Successfully Completed](#)

Instructions 8

Please complete the following Preboard items before the new hire's first day.

- Schedule New Employee classroom orientation
- Prepare paperwork to be completed outside of Workday
- Create or request access badge

Submit

Save for Later

Close

### Step 8

Follow the instructions in the To Do item.

Complete these tasks prior to the new employee's first day if possible. You have the option to Save for Later.



nina new

## Search Results

### Categories

Common

Assets

Organizations

Search Results 24 items

All of Workday



**Nina Newhire**

Production Operator I | Employee

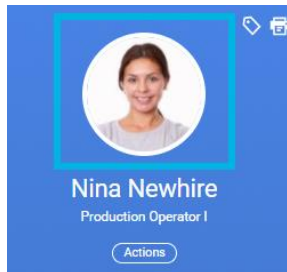
If you need a photo for the new employee's badge, follow Steps 9 – 11. If you do not need a badge photo, skip to Step 12.

### Step 9

To access the new employee photo, search for the new employee's name.

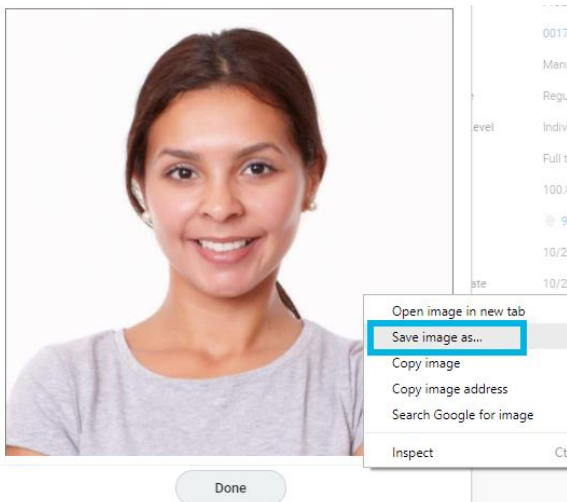
If a photo has been uploaded, it will appear in the search results.

Click the new employee's name to view his/her profile.



### Step 10

Click on the new employee's photo. A larger photo will open.



### Step 11

Right click on the photo. Choose save as...

Follow the on-screen prompts to save the photo.

## Complete To Do

HR Preboarding for New Hire Actions

1 day(s) ago - Due 10/30/2017; Effective 10/25/2017

For [Production Operator I](#)

Overall Process [Hire: Nina Newhire](#)

Overall Status Successfully Completed

Instructions Please complete the following Preboard items before the new hire's first day.

- Schedule New Employee classroom orientation
- Prepare paperwork to be completed outside of Workday
- Create or request access badge

Submit

Save for Later

Close

### Step 12

Once you complete the Inbox task HR Preboarding for New Hire, click **Submit**.

## Inbox

Actions (17)

Archive

Viewing: All

Sort By: Newest

HR Onboarding for New Hire: Hire: Nina Newhire

1 day(s) ago - Due 10/26/2017; Effective 10/25/2017



## Complete To Do

HR Onboarding for New Hire Actions

1 day(s) ago - Due 10/26/2017; Effective 10/25/2017

For [Production Operator I](#)

Overall Process [Hire: Nina Newhire](#)

Overall Status Successfully Completed

Instructions Please complete the following items on new hire's first day.

- Complete Paperwork not processed in Workday
- Verify work authorization documents
- Assign access badge
- Other requirements for location

15

Submit

Save for Later

Close

14

### Step 14

Follow the instructions in the To Do item.

Complete these tasks on the new employee's first day if possible. You have the option to Save for Later.

### Step 15

Once complete, click **Submit**.

If the new employee was hired in the U.S., complete steps 16 – 28. If the new employee was hired outside of the U.S., your tasks related to the Onboarding process in Workday are complete.

Actions (19)

Archive

Viewing: All

Sort By: Newest

### Complete Form I-9: Nina Newhire

3 minute(s) ago - Due 10/28/2017; Effective 10/25/2017



### Step 16

After the new hire completes the Complete (Section 1) Form I-9 Inbox task, you will receive the Inbox task **Complete Form I-9**. Choose this task.

**Note:** The new hire must complete his/her Inbox Task Complete Form I-9 on his/her first day of work.

#### Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) \* Newhire First Name (Given Name) \* Nina Middle Initial N/A

Other Last Names Used (if any) N/A

Address (Street Number and Name) \* 123 Snow Lane Apt. Number N/A City or Town \* Golden

State \* CO ZIP Code \* 80401

Date of Birth \* 09/25/1995 U.S. Social Security Number 123-45-6789

Employee's E-mail Address Employee's Telephone Number

I attest, under penalty of perjury, that I am (check one of the following boxes):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

OR

3. Foreign Passport Number:

Country of Issuance: (empty)

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents

Approve

Send Back



### Step 17

Review the employee's information.

If changes are needed, you have the option to **Send Back**.

#### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

##### List A

Identity and Employment Authorization

Document presented is a receipt

Document Title

Select Issuing Authority

Document Number

Expiration Date (if any)

### Step 18

Review the employee's original documents from List A or List B and C.

### Step 19

Enter the document information in the applicable section(s): List A or List B and C.

OR

List B

Identity

Document presented is a receipt

Document Title

Select Issuing Authority

Enter Issuing Authority

None of the above

Document Number

Expiration Date (if any)

AND

List C

Employment Authorization

Document presented is a receipt

Document Title

Select Issuing Authority

Enter Issuing Authority

None of the above

Document Number

Expiration Date (if any)

Additional Information

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment:

20

(See instructions for exemptions)

Signature of Employer or Authorized Representative

22

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree

21

Title of Employer or Authorized Representative \*

Last Name of Employer or Authorized Representative \*

First Name of Employer or Authorized Representative \*

Employer's Business or Organization Name \*

Employer's Business or Organization Address (Street Number or Name) \*

City or Town \*

State \*

ZIP Code \*

Step 20

Enter the employee's first day of employment.

Step 21

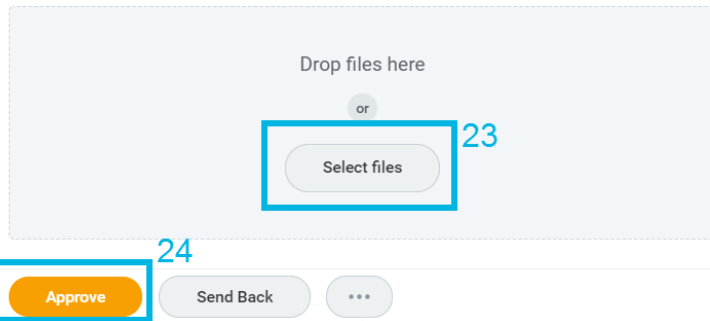
Check the box to acknowledge to the Certification statement above.

Step 22

Complete the fields in this section with your information.

Note: Business / Organization Name is CoorsTek, Inc. Business / Organization Address is the address of your location.

## Attachments



### Step 23

Click **Select files** to upload copies of the employee's document(s).

### Step 24

Click **Approve**.

Note: The Form-I-9 is complete. You will need to login to E-Verify and complete the E-Verify process outside of Workday.

## Inbox

Actions (19)

Archive

Viewing: All

Sort By: Newest

### Complete Form I-9: Nina Newhire

3 minute(s) ago - Due 10/28/2017; Effective 10/25/2017

### Step 25

Once E-Verify provides a final U.S. Employment Verification Status, find the Inbox task **Complete Form I-9**. Choose this task.

## Final U.S. Employment Verification Status

Jeff Gordon Actions

Employment Start Date 10/31/2017

5 hour(s) ago - Due 11/01/2017; Effective 10/31/2017

Record the final employment verification status based upon the Form I-9 document verification.  
If your company uses E-Verify, the verification status should reflect their final authorization status.

### Verification

U.S. Employment Verification Status × Authorization Pending ⋮

Final E-Verify Case Number

Comment

Cancel

Submit

### Step 26

Use the list icon to update the U.S. Employment Verification Status based on the E-Verify case. ⋮

### Step 27

Enter the Final E-Verify Case Number.

### Step 28

Click **Submit**.

Note: You will need to close case in E-Verify.

## FAQ's

**What happens next?** Follow up may be needed to ensure the new employee completes his/her Onboarding Inbox tasks within their first week. The new employee's Manager will receive a weekly alert each Wednesday with an Onboarding Status Summary if his/her new employee has incomplete Onboarding tasks. He/she is responsible for following up with the employee to ensure completion. You will also receive a report each Wednesday with an Onboarding Status Summary for employees assigned to locations you support. You are responsible for following up with the new employee's Manager, as needed, to ensure completion.

**What if I check "Notify" in during Onboarding Setup?** Checking this box will trigger a notification to the People to Meet and/or the Helpful Contacts. The notification will alert them that they will be introduced in the new employee's Onboarding worklet.

**What if the new employee declines to upload a photo?** Obtain a photo outside of Workday to create a photo badge if required by your location's security procedures.

**Why did I receive the Inbox task Review New Hire Gender and/or Ethnicity?** If a new employee hired in the U.S. does not complete Gender and/or Ethnicity, the HR Partner will receive this To Do item. Follow the instructions to complete the missing information.

**Where can I get more information on the Form I-9 and E-Verify?** These processes are regulated by the federal government. More information is available online at USCIS.gov ([Form I-9](#) and [E-Verify](#)). If you have further questions, contact Jake Webb or Deann Cookson.

**What is the Check In Review?** After an employee has been in his/her role for 30 days, the Check In Review process is initiated automatically. For details on this process, review the Check In Review – Manager job aid.