

POLICIES AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Employee Onboarding		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 3	Review Cycle: Biennial Author: Deputy Director	Adopted Date: 06.2017 Review Date: 07.11.2023	Related Policies: Personnel Manual 4.0

Purpose:

The Employee Onboarding Procedure purpose is to ensure consistent onboarding of new employees, completion and processing of new hire forms and organization of human resource files.

Procedure:

- Upon the receipt of a signed and accepted offer:
 - Deputy Director prepares the New Hire packet, inclusive of PEO required forms and sends to the new hire for completion; and
 - Executive Support Specialist sends the Criminal Background Check form for signature and processes the background check
 - Deputy Director initiates the credentialing review process (if credentialing is required as indicated in the job description)
- Deputy Director schedules meeting with the new employee on the first day of work to review and ensure completion of the New Hire Paperwork and electronic onboarding. Copies of the new hire paperwork shall be filed in the employee’s human resources file in accordance with the personnel record procedure.
- Deputy Director announces new hire to the agency and sends out the New Hire Orientation Procedure along with the New Hire Orientation checklist to the Chief Information Officer (CIO), Executive Support Specialist and Supervisor.
 - CIO initiates the process to obtain necessary account accesses (email, calendar, etc.) and technology and notifies the Executive Support Specialist, Deputy Director and supervisor when setup is complete.
 - Executive Support Specialist sets up Relias training and sends the Welcome to Relias information to the new employee’s MSHN email address
 - Supervisor schedules new employee orientation within the first week to review contents in the Employee Onboarding Folder (refer to table below).
 - Once New Employee Orientation Checklist is complete, Supervisor submits the signed checklist to the Deputy Director to be stored in the employee personnel record.

Table I: Personnel Records and Information

Folder	Document	Responsibility
1. General Personnel Records: New Hire Information <i>Items italicized should be completed and included in the employee’s personnel record</i>	<ul style="list-style-type: none"> • <i>Application for Employment</i> • <i>Federal Form W4</i> • <i>Michigan Form W4</i> • <i>Lansing Form L-4</i> • <i>Direct Deposit</i> • <i>Form I-9 (employment eligibility form)</i> 	Deputy Director sends electronically upon an accepted offer and schedules meeting to review for completion prior to first day of employment.

<p>2. Confidential Records: Benefits Documents</p> <p><i>Items italicized should be included in the employee's personnel record, if applicable</i></p>	<ul style="list-style-type: none"> • Benefit Enrollment Guide • <i>New Hire Status Change / Status Change Form (includes selection of health care, dental, vision and ancillary plan options)</i> • <i>Michigan Employee Retirement System (MERS) Enrollment Forms</i> <ul style="list-style-type: none"> ○ <i>Social Security Defined Contribution</i> ○ <i>Defined Contribution (DC)</i> ○ <i>457 Plan (voluntary)</i> ○ <i>Health Care Savings Plan (if opted out of health insurance)</i> 	<p>Deputy Director sends electronically upon accepted offer and schedules meeting to review for completion prior to/or on the first day of employment.</p>
<p>Human Resources: Employee Onboarding,</p> <p><i>Items italicized should be completed and included in the employee's personnel record, if applicable.</i></p>	<ul style="list-style-type: none"> • New Employee Paperwork: <ul style="list-style-type: none"> ○ <i>Employee Orientation Checklist</i> ○ <i>Computer User Agreement</i> ○ <i>Property Form</i> ○ <i>HR Accommodation Form (if applicable)</i> ○ <i>Secondary Employment Request (if applicable)</i> ○ <i>Cell Card Hots Spot User Agreement (if applicable)</i> ○ <i>Cell Phone User Agreement (If applicable)</i> • New Employee Resources: <ul style="list-style-type: none"> ○ Holidays and Payroll Dates Calendar ○ PEO Employee Self Services Instructions: <ul style="list-style-type: none"> ▪ ESS Check Viewing Instructions ▪ ESS Instructions ▪ ESS Check Viewing PTO ○ Common Mileage Chart ○ Phone Quick Reference Guide & Etiquette/Best Practice 	<p>Executive Support Specialist sets up Relias Training within the first week of employment</p> <p>Supervisor schedules orientation within the first week.</p> <p>Supervisor submits completed form to the Deputy Director.</p>

NOTE: It is the responsibility of the **supervisor** to appropriately provide certain benefits based on the role and responsibilities of the position. Not all positions necessitate a remote working agreement or require cell phone reimbursement, as an example. Questions should be directed to the CEO or Deputy Director.

Applies to

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows: All Supervising Managers, Executive Support Specialist
- MSHN's Affiliates: Policy Only Policy and Procedure
- Other: Sub-contract Providers

Definitions

- CEO:** Chief Executive Officer
- CFO:** Chief Financial Officer
- CIO:** Chief Information Officer
- HR:** Human Resources
- MSHN:** Mid-State Health Network
- PEO:** Professional Employment Organization
- PIHP:** Prepaid Inpatient Health Plan
- SS:** Social Security

Other Related Materials

MSHN Personnel Records Procedure

References/Legal Authority

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
06.2017	Annual Review	Deputy Director
05.2018	Annual Review/Revision to Employee Maintenance Section	Deputy Director
05.2019	Annual Review	Deputy Director
02.2021	Biennial Review	Deputy Director
02.2023	Biennial Review	Deputy Director