# Process Post-Hire Verification Step – No Requisition

Overview

Complete this process when Onboarding is required for an employee action that did not originate from SuccessFactors recruiting. For example, as a result of a mass-hire at the site level, where the three levels of job requisition approval are not required and the positions are not posted.

- No candidate movement on the pipeline is required because org chiefs do not have a role in the hiring process.
- Completing this process sends the required forms to the employee.
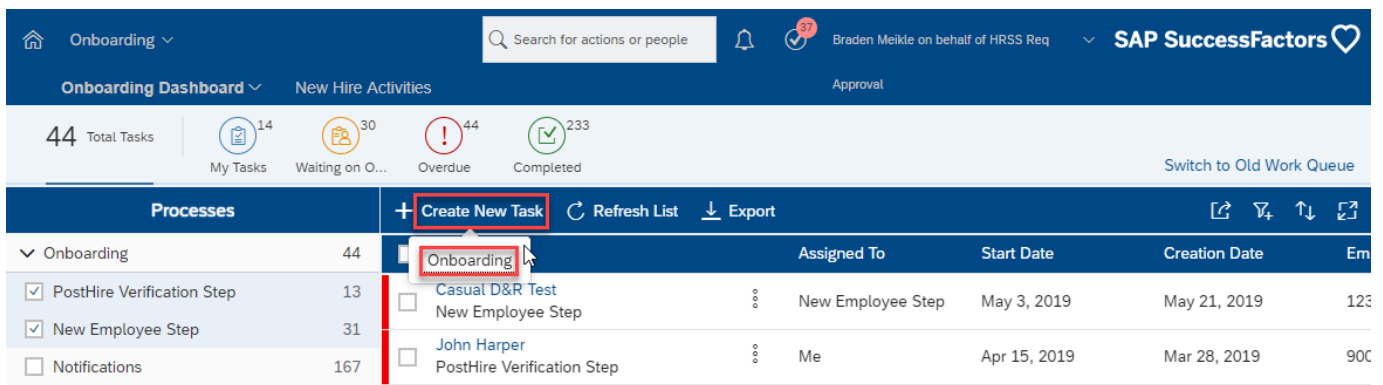
Procedure

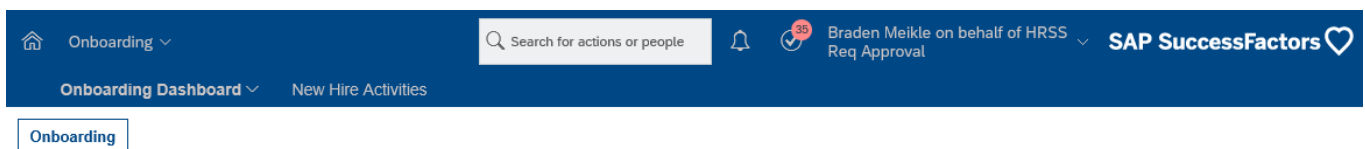1. Click the **Home** menu and select **Onboarding** from the dropdown.
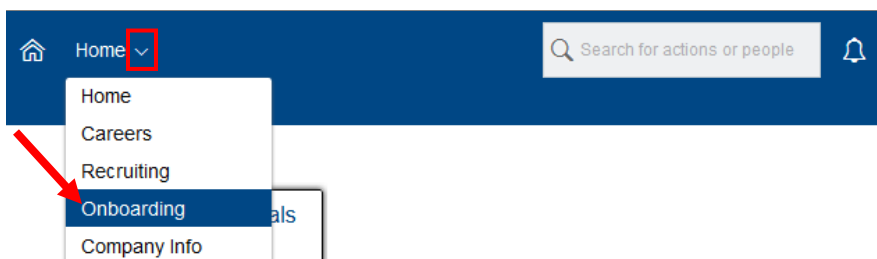
The *Onboarding Dashboard* screen appears and lists the names of all employees who are currently in an Onboarding step (Post Hire Verification, New Employee Step, Signature Step, or Notifications).

2. Click **Create New Task**, and then click **Onboarding**.

The *Welcome* screen for Onboarding appears.

3. Click **Start**.

The *Welcome to the Post Hire Verification Step* screen appears.

4. Complete all the required fields (*) in the **Employee Information**, **Employment Information**, and **Internal Hire** sections, then click **Next**. See the Field Reference table for details about each field.

Welcome to the Post Hire Verification Step
PostHire Verification Step

Please confirm or update the information for your new hire before starting their onboarding experience.

Employee Information

Legal First Name	Susan *
Legal Last Name	Whalen *
Employee ID	00012345 *
Social Insurance Number	000000000 *
Date of Birth (mm/dd/yyyy)	01/05/1988 *
Gender	Female *
Email	bmeikle@sharedhealthmb.ca *
Start date (mm/dd/yyyy)	15/05/2019 *

Employment Information

Job Title	General Duty Nurse N2 *
Personnel Area	ciences Centre) *
Personnel Sub Area	IU-10 (MNU-10) *
Employee Group	ent (Permanent) *
Employee Sub Group	Time (Full Time) *
FTE	1.00 *

Internal Hire

Is this employee an Internal Hire?

◉ Yes
○ No

Show Onboarding version information   Cancel   Next

Note: If the employee is internal, the *Internal Hire Panel & Form selection* screen will appear. The required forms must be selected based on the employee's employment action and current benefits enrolment. This screen will not appear for external hires.

Refer to the HRSS SharePoint to determine which forms to select.

5. Click the **radio buttons** next to the required forms, then click **Finish**.

Note: Even if you select 'No' for *TD1 Federal and Provincial Tax Forms*, they will appear for the employee to complete during the New Employee Step.

Internal Hire Panel & Form selection (Susan Whalen)
PostHire Verification Step

New Hire Information

New Hire Information	⦿ Yes ○ No	*
Employment Equity Survey	⦿ Yes ○ No	*
Emergency Contact Information	⦿ Yes ○ No	*

> For transfers within the same legal entity, select **No** for *Conditions of Employment* documents (Confidentiality Policy And Pledge and Conflict Of Interest Declaration).
>
> Select **Yes** for all other scenarios.

Conditions of Employment

Confidentiality Policy and Pledge	○ Yes ⦿ No	*
Conflict of Interest Declaration	○ Yes ⦿ No	*

Payroll Information

Direct Deposit Information	○ Yes ⦿ No	*
TD1 Federal and Provincial Tax Forms	⦿ Yes ○ No	*

Benefits

HEB Plan Cost Summary	● Yes ○ No	*
HEB Authorization to Collect Use and Disclose Personal Information	● Yes ○ No	*
HEB HealthCare & Dental Plans Enrolment	● Yes ○ No	*
HEB Disability & Rehabilitation Plan Enrolment	○ Yes ● No	*
HEB Disability & Rehabilitation Plan - Transfer of Coverage	○ Yes ● No	*
HEB Life Insurance Plan Enrolment	○ Yes ● No	*
HEB Pension Plan Enrolment	○ Yes ● No	*
Bluecross Employee Assistance Plan	● Yes ○ No	*
Bluecross HSC Dental Enrolment	○ Yes ● No	*

Hiring Manager Wizard - eHealth

eHealth	● Yes ○ No	*

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[Cancel] [Back] [**Finish**]

6. See steps 4-18 in how to Process Post-Hire Verification Step, to complete all remaining panels and the signature step.

Next Steps

Email notifications are generated and sent to the employee to advise that the New Employee Step needs to be completed, and to provide information about registering for an epost™ account/adding the WRHA pay statement to the list of mailers.

Employment forms that a successful candidate completes as part of the New Employee Step are stored and accessed in the SuccessFactors Onboarding Document Center.

Process the Onboarding Action in SAP.

Field Reference

Employee Information Section	
Legal First Name	Must match first name from SAP.
Legal Last Name	Must match last name from SAP.
Employee ID	Must be 8 characters (add leading zeros as required. Field must match Employee ID from SAP.
Social Insurance Number	Must match SIN from SAP.
Date of Birth (mm/dd/yyyy)	Must match date of birth in SAP.
Gender	Must match gender from SAP .
Email	Should match what is found in SAP. In certain scenarios the email can be different.
Start Date	Start Date of the SAP action.
Employment Information Section	
Job Title	Must match the Job Title in SAP.
Personnel Area	Must match the Personnel Area from SAP. **Note**: You must start typing the first letters of the Personnel Area for the value(s) to be selectable.
Personnel Sub Area	Field must match the Personnel Sub Area from SAP. **Note**: You must start typing the first letters of the Personnel Sub Area for the value(s) to be selectable.
Employee Group	Must match the employee group from SAP. **Note**: You must start typing the first letters of the Employee Group for the value(s) to be selectable.
Employee Sub Group	Must match the employee sub group from SAP. **Note**: You must start typing the first letters of the Employee Group for the value(s) to be selectable.
FTE	FTE must match the FTE in SAP. Examples: 1.00, 0.80, 0.50 **Note:** Entering 1 or .50 will not work.
Internal Hire Section	
Is this employee an internal Hire?	Select Yes only (this process is designed for employee transfers).