



# Understanding Onboarding as a New Employee

## Onboarding Overview

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Congratulations on your position at Iowa State University! Onboarding is designed to help you transition into your new role while providing clarity around customary administrative processes and complementing any college/departmental/unit onboarding process in place.

For assistance or questions about the Onboarding process, please contact your supervisor, departmental contact, or the University Human Resources (UHR) Service Center at (515) 294-4800 or via email at [onboarding@iastate.edu](mailto:onboarding@iastate.edu).

## Log into Onboarding

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To complete action items, you will have access to the Onboarding system from the receipt of your welcome letter to 31 days past your start date. Follow these steps to access Onboarding:

1. Log into [AccessPlus.iastate.edu](http://AccessPlus.iastate.edu)
  - *Faculty and Professional & Scientific* – use your University ID/password created during the electronic Letter of Intent process.
  - *Merit* – use your confirmation number from the welcome letter that you will receive from your supervisor on your first day of work. The system will ask for your social security number and walk you through creating a password.
2. Click Employee tab in the top right corner.
3. Select **Onboarding** from the menu options on the left hand side bar.
4. Read the welcome letter and click 'Cyn-On'.
5. In order, complete the first two items 1) register for a Net-ID and 2) Equal Opportunity.
6. Proceed to each additional item on the Onboarding action list. Note: the I-9 form must be completed on or before your first day of work.

## Completing the Onboarding Process

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Use the table below to understand the available status options.

Status	Description
Item Completed	You have successfully completed this action item. If the item was completed in error or a change is needed, select the associated link or contact the UHR Service Center at (515) 294-4800.



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Status	Description
Item Needs Completion	This action item is available to you but has not been completed. In some cases, an item completed by you requires additional administrative attention. If more than 7 business days lapse and the item does not reflect 'Item Completed', please contact the UHR Service Center at (515) 294-4800.
Item Not Yet Available	To gain access to the action items, you must complete 'Register for a Net-ID' first followed by 'Equal Opportunity'. Additionally, some action items are not available for completion until a pre-determined period of time in relation to your start date or until automated processes finish creating your accounts in the system. When that date/time arises, the action item will become available to you.
Item Not Available Until 30 Days Before Start Date	To ensure the most current and accurate benefits and retirement information is offered, this action item will not become available until 30 days before your start date. You will receive an email when this item becomes available indicating action is needed.
View Letter	Indicates an action item is not applicable to your position or appointment type. Additional information about such determination will be available in the letter.
Item Optional	This action item is optional to complete but not required.

## Onboarding Action Items

The Onboarding process includes key administrative items and federal, state, and University forms as listed below. For a full description of each action item, please log into the Onboarding system through AccessPlus.

Title	Description	Assistance
Register for Net-ID	A net-ID is a very important piece of your identity at ISU. This will become the first part of your ISU email address, as well as, a login used for many systems and services.	Solution Center (515) 294-4000
Equal Opportunity	Information on these forms is requested due to federal and state Equal Opportunity Employment laws and regulations.	UHR Service Center (515) 294-4800



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Title	Description	Assistance
Address Information	Indicate your local/permanent addresses. Your response will auto-populate the address line of your federal and state W-4 forms.	UHR Service Center (515) 294-4800
W-4 Withholding	Complete federal and state withholding forms. If no response is received, your defaults will be set as the system indicates.	Payroll Office (515) 294-6556
Direct Deposit	ISU encourages employees to indicate a bank account to receive an electronic paycheck.	Payroll Office (515) 294-6556
I-9 Form	This form must be completed on or before your first day of work. Bring the form and acceptable documents in person to the UHR Service Center at 3810 Beardshear Hall.	UHR Service Center (515) 294-4800
Benefits/ Retirement Enrollment Session*	UHR provides informational sessions to assist employees in choosing benefit options. By enrolling in a session, new employees have dedicated time to review and ask questions.	UHR Service Center (515) 294-4800
Employee Benefits Enrollment*	Review and enroll in benefits plans. The deadline for enrolling in benefits is 31 days after your start date.	Benefits Office (515) 294-4800
Retirement Benefits*	Review and select one retirement option. The deadline for enrolling in retirement is 31 days after your start date.	Benefits Office (515) 294-4800
Conflicts of Interest and Commitment Disclosure (COIC)	Faculty and professional and scientific employees are required to disclose external activities or financial interests that have potential to interfere with objectivity or performance of duties.	UHR Service Center (515) 294-4800
Emergency Contact Information	Provide contact information in case of an emergency.	Solution Center (515) 294-4000



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Title	Description	Assistance
ISU Alert	ISU has a campus-wide alert system. Provide contact information in the case of a campus emergency. If no response is received, your default will be set as the system indicates.	Solution Center (515) 294-4000
University Orientation	Sign-up for a new employee orientation session to learn about ISU's culture, mission, and policies/procedures.	UHR Service Center (515) 294-4800

\*These action items will only be available if your position is benefits eligible. If you have questions about eligibility, please contact the Benefits Office at 515-294-4800.