



Review Progress of New Employee in Onboarding

Onboarding Overview

Congratulations! You have recently hired a new faculty, professional and scientific, or merit employee. Onboarding is designed to 1) engage a new employee early and contribute to a sense of belonging to the ISU community, 2) ease the uncertainty generally associated with beginning a new career, 3) provide clarity and direction in customary administrative processes for a new employee, and 4) complement your college/department/unit onboarding process already in place.

A new faculty or professional and scientific hire completed through PeopleAdmin7 will receive the Onboarding welcome email directly. For merit hires completed through PeopleAdmin7, the supervisor will receive the Onboarding welcome email with instructions to give the message to their new employee on their first day of work. Contract or temporary hires are not included in this process.

Onboarding Status Screen (OSS)

The Onboarding Status Screen (OSS) was developed to assist departments with monitoring the progress of their new hire through the 13 action items in Onboarding. This screen will be available for one year following the employee's start date but will not update individual action item progress after the first 31 days of employment.

Requesting Access to OSS

Access to OSS can be requested by completing an Administrative Systems Request form located here: <https://www.it.iastate.edu/forms/adminsystems>

Requests will route to the appropriate college/department/unit approvers before they are forwarded to UHR for approval. You will be notified via email when your request has been completed.

Checking the Status of New Employee

To check the status of a new employee's Onboarding progress, follow these steps:

1. Log into AccessPlus.iastate.edu with your University ID/password.
2. Click uBusiness tab.
3. Select **Onboarding Status** under the Human Resources heading.
4. Follow the instructions provided by 1) entering the last name of the new employee, 2) click the dropdown arrow and select the new employee's full name from the list, and 3) click the submit button to see the new employee's Onboarding progress.



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Understanding Status Options

Use the table below to understand when and why an Onboarding status would be displayed.

Status	Status Description for Email Communications
---	Your new employee is not able to access/complete Onboarding at this time. This could be due to 1) the confirmed hire process in PA7 is not fully complete or 2) it is 31 days past your new employee's scheduled start date.
Email Not Sent	This new employee has not received any email communication from Onboarding.
Date/Time	Indicates the date/time a message was sent to your new employee from Onboarding.

Status	Status Description for Onboarding Action Items
---	Your new employee is not able to access/complete Onboarding at this time. This could be due to 1) the confirmed hire process in PA7 is not fully complete or 2) it is 31 days past your new employee's scheduled start date.
Not Completed	This action item is available but has not been completed. In some cases, an item may have been completed by your new employee but additional administrative attention is needed to finalize the action. If more than 7 business days lapse and the item does not reflect 'Item Completed', please discuss this item with your new employee to understand their progress.
Date/Time	Indicates the date/time the action item was completed by your new hire.
Not Eligible	Indicates the action item is not applicable to or your new hire is not eligible for based on their position type/appointment status.
Item Optional	This action item is optional but not required for your new hire to complete.

For assistance or questions regarding the Onboarding Status Screen, please contact the UHR Service Center at (515) 294-4800 or via email at onboarding@iastate.edu.