

Lesson: 1122

Title: Enable New Hire (Onboard)



Process: Enable New Hire (Onboard)

Objective: Perform New Hire Onboarding activities

Hire and Enable Resources	
1.1.2.2 Enable New Hire (Onboard)	
Roles	Transaction
Manager	Choose an onboarding action: Maintain Teleworkers
*Employee Services Manager/ Analyst	Choose an onboarding action: Record Office/ Phone information Additional Judge names Foreign Employees Record Emergency Contact New Hire Registry Interface
JIS Agent	Schedules the run of the Hire/Rehire report Help Desk Support
Judiciary Institute Administration	Schedules the run of the Hire/Rehire report Schedule training
Facilities and Telecommunications Administrator	Schedules the run of the Hire/Rehire report Enter Badge information Enter company property information
Inputs:	Enter New Hire Information
Outputs:	Onboard New Hire
* Initiates process	

Process Details

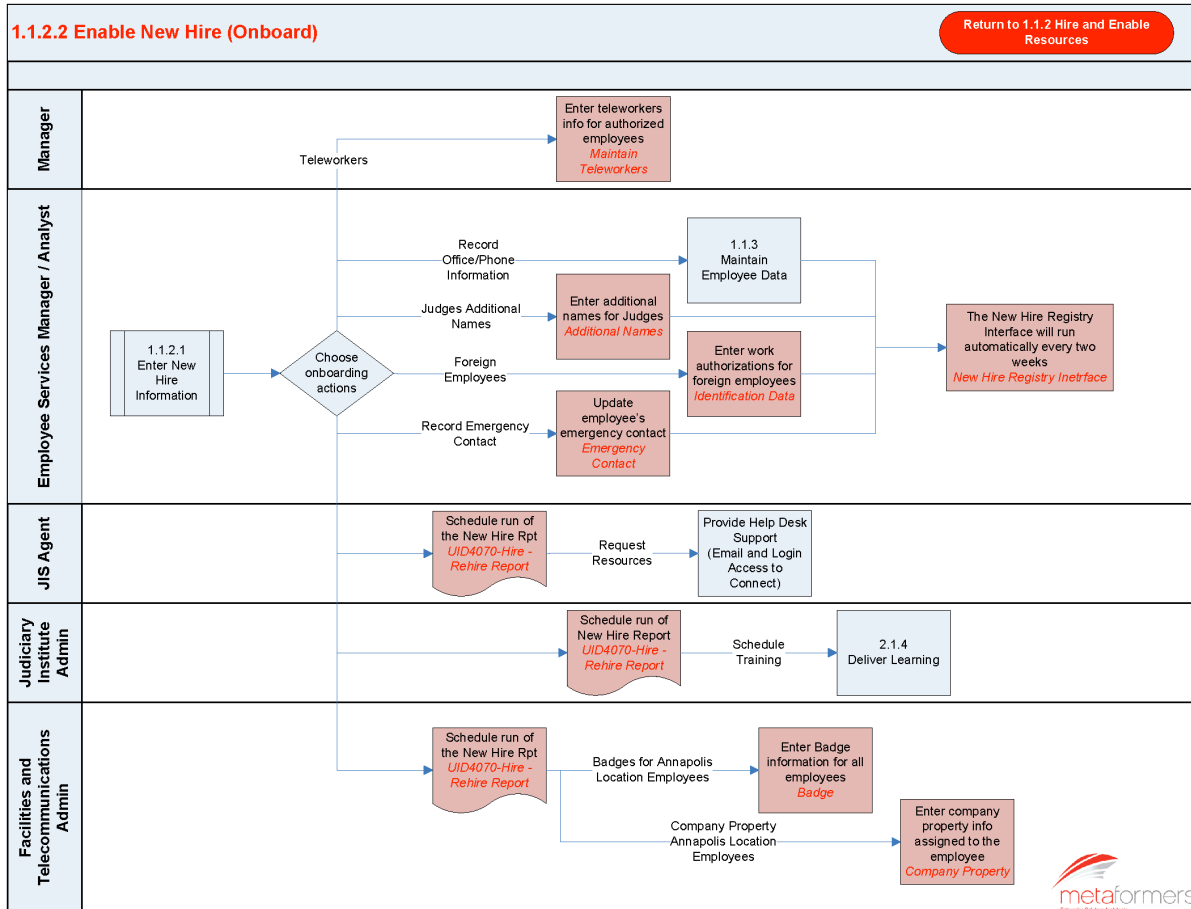
Manager enters teleworks information for all authorized employees

Employee Services Manager/ Analyst chooses an onboarding action to execute including recording office/phone information, enter additional judge names, enter work authorizations for foreign employees, and record the employees emergency contact. The Interface for New Hire registry will automatically run every two weeks.

JIS Agent schedules the run of the Hire/Rehire report and provides help desk support for email and login access to CONNECT.

Judiciary Institute Administrator schedules the run of the Hire/Rehire report; then schedules and delivers training.

Facilities and Telecommunications Admin schedules the run for the Hire/Rehire report. Then enters in the information for the employees badge and the company property assigned to them, if applicable.



Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Position Management	1 = Fundamental
Enable New Hire (onboard)	2 = Intermediate
	3 = Comprehensive

Roles	Knowledge and Skill Level
Manager	1
Employee Services Manager/ Analyst	3
JIS Agent	1
Judiciary Institute Admin	1
Facilities Telecommunications Admin	2

Level	Description
1	Fundamental – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	Intermediate – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	Comprehensive – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.