

New Hire Process

Locally-Funded Employee
Accepts Offer of Employment



HR Notified of
New Hire Using
Online Form
Submission.

[New Employee Information <click here>](#) (Select Locally-Funded option)

<https://laserfiche.oc.npuc.org/Forms/pub-newhire>

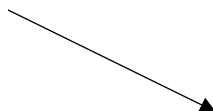


I-9 & Background
Check done at local
entity.



Copy of completed
I-9 & ID sent to HR
by email/fax,
original mailed to
Conference HR

If I-9 & Background Check are
completed, employee can initially
start working, while HR completes
rest of hiring process.



Employee Can
initially start
working.



HR completes the remaining "new hire" processing with new employee.

- New Hire is sent BambooHR Onboarding Email
- Welcome letter emailed/mailed to employee (if applicable)
 - Notified of Benefits (if applicable)
 - Set up for Payroll processing.

DEADLINES: Any online new hire form submissions and I-9 copies received after the 20th of each month may not be processed for that month. Anything submitted after the 20th may be processed on the next payroll cycle.