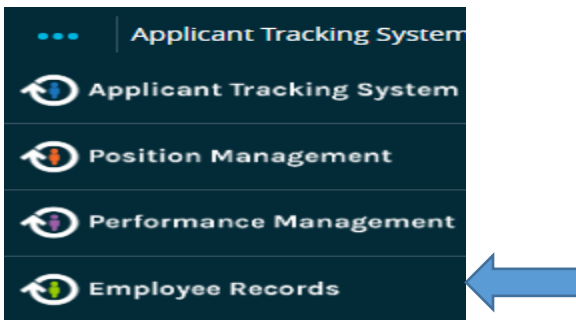


# Onboarding Student Hourly Hire Instructions

Onboarding Site: <https://odu.ted.peopleadmin.com/records>

Username and Password: Faculty/Staff Email

OR



Click **Onboard** in PAPERS to access the Onboarding Site

My Tasks

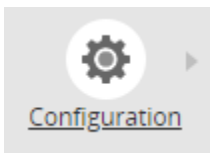
[Needs Attention](#) [Completed](#)

All

Task	Related Staff	Checklist	Due Date	Delete	Actions
Child Support Disclosure and Auth Form - Student	test holland	Student New Hire			<a href="#">Sign/Appv/Rev</a>
Selective Service - Student	test holland	Student New Hire			<a href="#">Sign/Appv/Rev</a>

My Tasks screen appears

To Add a New Employee:



Click **Configure** (left hand side)

**Account Management**

Users 

Roles

Click **Users**

## List of Staff will appear

Active Deactivated

|

Last	First	Emp ID#	Security Group	Job Title	Position Type	Supervisors	Direct Reports			
ABDELRASOUL	MAHA	00975721	Staff	INFORMATION TECH SPECIALIST I	Hourly	1	0	Impersonate	Files	Edit



Click **Add User**

### Demographics

#### Demographic Info

First Name\* :

Middle Name :

Last Name\* :

Employee ID :

Email\* :

Personal Email :

Department\* :

Phone Number :

Phone Extension :

Enter First Name, Middle, Last Name, Employee ID(UIN), Email, Department, and Phone Number

Security Level:  
**Staff** ▼

Username\* :  
cholland@odu.edu.test.2

Password\* :  
.....

User must change password at next login :

**Cancel** **Save** ←

Security Level, Staff

Enter the **email address** of the employee as the **Username and Password**

Select **User must change password at next login**

Click **Save**

Demographics **Position Types** Direct Reports Supervisors

---

Position Type Job Title Hire Date Start Date Department

**Back** **Add** ←

Select **Position Types** tab

Click **Add**

Position Type\* :  
**Students** ▼

Job Title:  
Tester

Department:  
**CAREER DEVELOPMENT SERVICES** ▼

**Back** **Save** ←

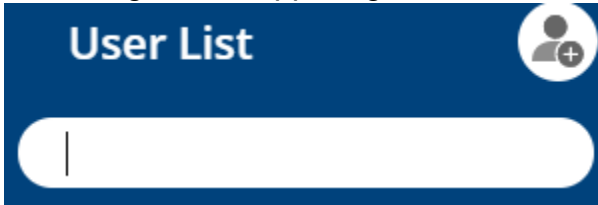
Select Position Type, Enter Job Title, Select Department, and Select Hire Date

Click Save

## To Add/View Checklist:



Click magnifier in upper right hand corner



Enter **employee's name** in the field and click on the name

Click **Assign Checklist** to add checklist to the employee

Select the **checklist (Student New Hire)** from the dropdown menu

Select **Due Date**

Click **Assign**

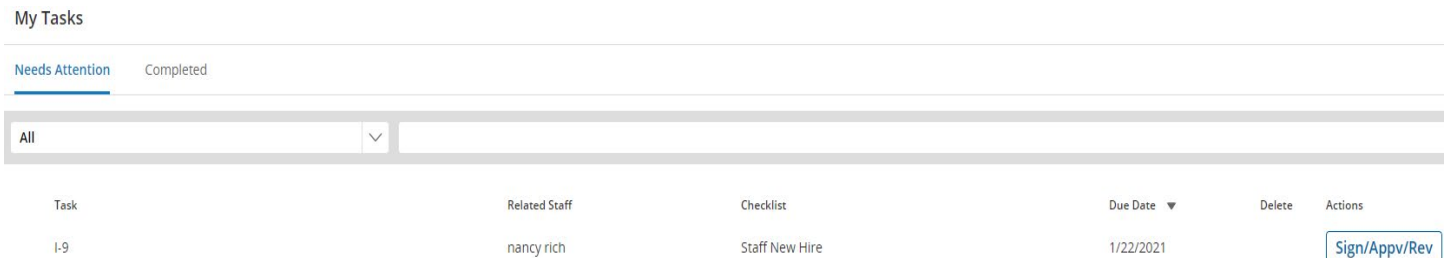
**The new employee will receive an email to complete the checklist.**

## To View/Approve the documents for the Employee:

Click Old Dominion University **OR** Click My Tasks

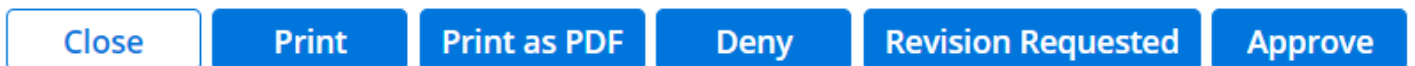


My Tasks will appear



Look for your employee or type name in search field

Click the **Sign/App/Rev** for each document



Click **Approve** after reviewing document and enter comments if needed.

Click **Deny** if no longer going to be employed and enter a comment.

Click **Revision Requested** with a comment to return to the employee or previous person.

There may be a different workflow depending on what type of new hire document

The Workflow Steps show in the document

## To View the Status of the documents completed:

### Per Employee:

Select the employee you would like to view the status of the documents



Click magnifier in upper right hand corner



Enter employee's name in the field and click on the name.

Select the folder to see the status of each document

**Note: Do not click Unassign Checklist. It will disappear.**