

# Student Onboarding

New Hires



## What is student onboarding?

It is the electronic process of collecting all new hire paperwork for student workers.

It allows students to fill out online forms, upload hiring documents, and sign mandatory documents

It includes instructions to set up direct deposit in Employee Self Service

It streamlines the new hire process by seamlessly following a workflow from Department to Student and Department to Student Employment

# First Things First

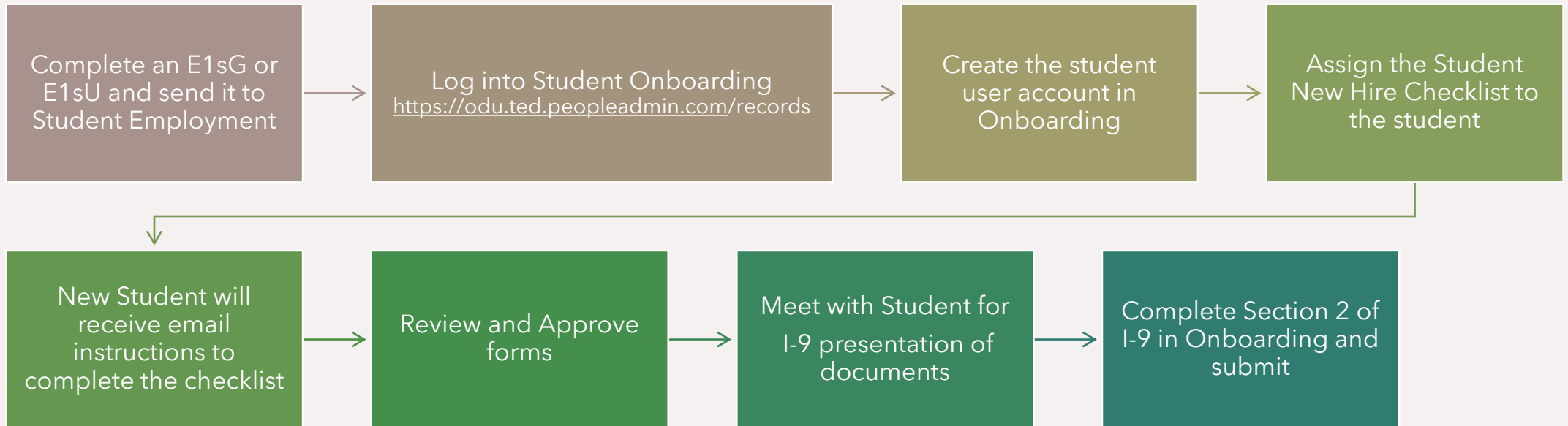
Has your new student worked for ODU before?

- If yes, complete paperwork via EPAF
- If no, continue to onboarding

Do you have access to Student Onboarding?

- If no, send an email to Lisa Hecker, [lhecker@odu.edu](mailto:lhecker@odu.edu) requesting access. Please include your UIN and Department/Division.
- Easy to follow instructions will be sent to you when the access is set up

# Department Main Steps



# Frequently asked Questions

1. Will I receive notification to start the Onboarding Process after I send the E1sG or E1sU form to Student Employment?

**No. The department should immediately start the student onboarding process after the E1sG or E1sU is sent to Student Employment.**

2. How do I log in to Student Onboarding?

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

3. Can I onboard an international student?

**This process has not changed. Departments should continue to send students to the VISA office to complete new hire paperwork.**

4. Can I return a document for correction?

**Yes. The student will receive an email and the department should follow up and ensure the document is updated or corrected in one or two business days.**

# Contact Information

- Request onboarding account student new hire/request instructions/assistance
- Login and account issues
- E1sG form and Student Employment Questions
- Lisa Hecker, Compliance/Student Employment Supervisor [lhecker@odu.edu](mailto:lhecker@odu.edu)
- Catherine Holland, HR Systems Specialist [cholland@odu.edu](mailto:cholland@odu.edu)

## Student Employment Specialists

**A-M** Student last name

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**N-Z** Student last name

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