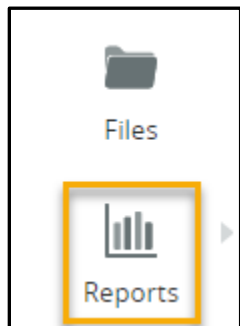


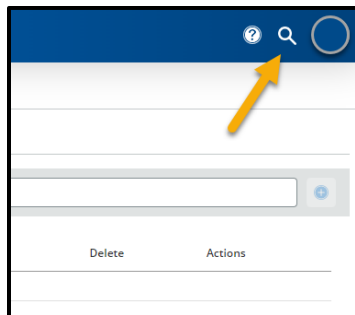
Should a Department Contact want to check on the status of an individuals onboarding, the following steps can be followed:

You will log in to [People Admin-Employee Records](#).

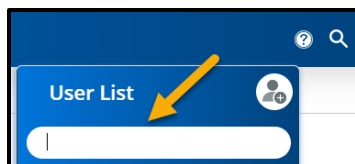
Before searching for the candidate, you will want to ensure they have the necessary access to view candidate information. After logging in, look on the dashboard tabs to the left of the screen to determine if you have access to the “Reports” tab. While this is not where you check on the status of a candidate, this icon signifies that you have been assigned a “supervisor” role and will have necessary access. If you do not see a “Reports” tab, please email employment@wichita.edu to request this access.



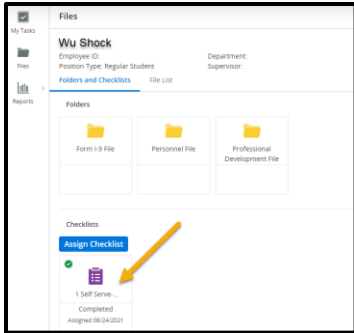
Once access is confirmed, locate and click on the white magnifying glass icon in the top right-hand corner of the screen.



Search for your candidate. Candidates can be searched by first name and/or last name, as well as their myWSU ID or their email.



Select the candidates name from the search results listed. The onboarding checklists assigned to that candidate will be located toward the bottom of the screen. If you see a green checkmark in the top left-hand corner of the checklist, your candidate has completed their checklist.



If you want to see the assigned tasks associated with the candidates list, click on the list. The department contact will then see the percentage complete at the top of the checklist.

1 Self Serve-Student/Grad/Work Study (100%)

Task	Responsible	Status
Employee Data Form	Ignore	Filed
ACTION REQUIRED: HR Notifies Dept to Start ePAF	Ignore	Filed
ACTION REQUIRED: HR Deploys Badge Ck to Employee	Ignore	Filed
Acknowledgements	Ignore	Filed
Employee Self-Service	Ignore	Filed
WSU Online Employment Eligibility Verification Form I-9	Ignore	Filed
Student Consent for Inspection of Form I-9	Ignore	Filed
Glacier Non Resident Alien Tax Form	Ignore	Filed
WSU Ventures - Patent Ownership Form	Ignore	Filed
WSU Ventures - Intellectual Property Form	Ignore	Filed
ACTION REQUIRED: HR Submit Hire Paperwork Complete	Ignore	Filed
OPTIONAL: HR Storage of Non Ben RPT Hire Form (Upload)	Ignore	Filed

If a candidate is not yet finished with their checklist, you will see the incomplete percentage at the top, as well as what tasks are outstanding and who is responsible for the task.

1 Self Service-Tenure Lecturer (7%)

Task	Responsible	Status
Employee Data Form	Ignore	
ACTION REQUIRED: HR Notifies Dept to Start ePAF	Ignore	InWorkflow
WSU Online Employment Eligibility Verification Form I-9	Ignore	
ACTION REQUIRED: HR Completes Employer Card & Employee Checklists	Ignore	
Acknowledgements	Ignore	
Glacier Non Resident Alien Tax Form	Ignore	
WSU Ventures - Patent Ownership Form	Ignore	
WSU Ventures - Intellectual Property Form	Ignore	
Employee Self-Service	Ignore	
Parking Payroll Deduction Form	Ignore	
ACTION REQUIRED: HR Notifies Dept to Start ePAF	Ignore	
ACTION REQUIRED: HR Employee Hire Paperwork Complete	Ignore	
OPTIONAL: HR Storage of Non Ben RPT Hire Form (Upload)	Ignore	Filed