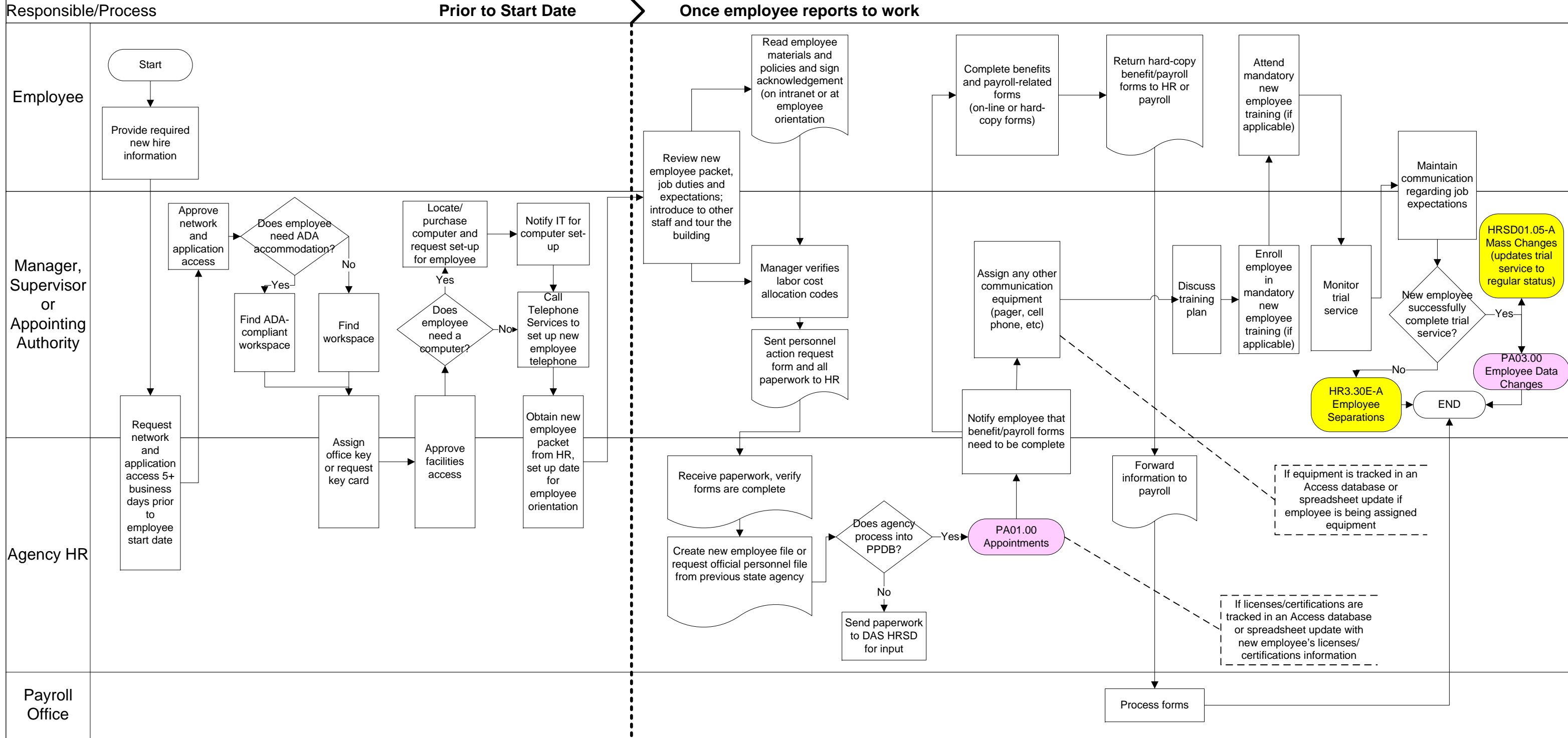


HR2.30E-A New Employee – V2.0

DAS HRIS Project As-Is Process Model



- Inputs**
- Personnel Action form
 - I-9 Form
 - Employee Questionnaire for Voluntary Self identification (EEQ/AA)
 - Original, signed Employment application
 - Completed W-4 form
 - New Employee Orientation checklist
 - New Employee Orientation Acknowledgement form
 - Driving Records (if applicable)
 - Conditions of Employment form
 - Limited Duration Agreement (if applicable)
 - Underfill Agreement (if applicable)
 - Records and Privacy Expectations
 - PEBB.Benefits /Hard-Copy Benefits Forms

- Outputs**
- Network ID
 - Email Account
 - Employee personnel record created/updated
 - Employee Information Number (EIN) record created/updated
 - Payroll

- Customers**
- Employees
 - Managers/Supervisors/Appointing Authority
 - Agency HR
 - Facilities
 - IT Purchasing and Asset Management
 - Payroll
 - Telephone Services

- Systems/Interfaces**
- MS Outlook, GroupWise
 - Active Directory
 - Computer Security Request
 - Facilities
 - Intranet
 - PEBB.Benefits
 - Position Personnel Data Base (PPDB)
 - Oregon State Payroll System (OSPS)
 - Applicant/Certification System (APPL/CERT)