The DAS – Chief Human Resource Office (CHRO) will be launching a new onboarding process for all new hires to Oregon state government's Executive Branch (excluding agencies who are not subject to ORS 240). Temporary employees, seasonal employees, and contingent workers will not be included in either of these business processes. The onboarding will be done in Workday and will include two separate business processes. This document outlines the processes and the reports available to the agencies.

Onboarding Business Process

Once a new employee is hired they will receive all the onboarding business process tasks in their My Tasks inbox in Workday. Here are the tasks in the onboarding business process and when they launch for the new employee.

1. These tasks will be the first to launch in the onboarding business process:
    a. Welcome & Statewide Policy Review and Acknowledgment task
    b. *Agency Policy Review task
    c. **Complete I-9 Form
2. These three tasks will be launched after the tasks above are submitted.
    a. Direct Deposit Agreement
    b. Direct Deposit Questionnaire
    c. Make Payment Elections
3. Complete Federal Withholding Elections: This task will be launched after the tasks in item two are submitted.
4. Complete State and Local Withholding Elections: This task will be launched after task in item three is submitted.
5. These two tasks will be launched after the item in task four is submitted.
    a. Change Emergency Contacts
    b. Onboarding Questionnaire: This task asks the new employee what factors helped them make the decision to work for the state.
6. Talent Review: This task has the new employee update career information on their profile. This task will be launched after the tasks in item five are submitted.

*If an agency has opted in and has agency specific policies then the employee will receive the additional policy review and acknowledgement task (item 1.b. above).

IMPORTANT The I-9 Form needs to be approved and finalized before the task is completed. Until this is done the next group of tasks will not be sent to the new employee.

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Statewide Policy Review and Acknowledgment Task

The "Welcome Letter & Statewide Policy Review" task will look similar to the screenshot below. The task will include a welcome letter with links to several resources and include the nine statewide policy reviews and acknowledgements the employee needs to agree to each one and then submit the task to complete it.
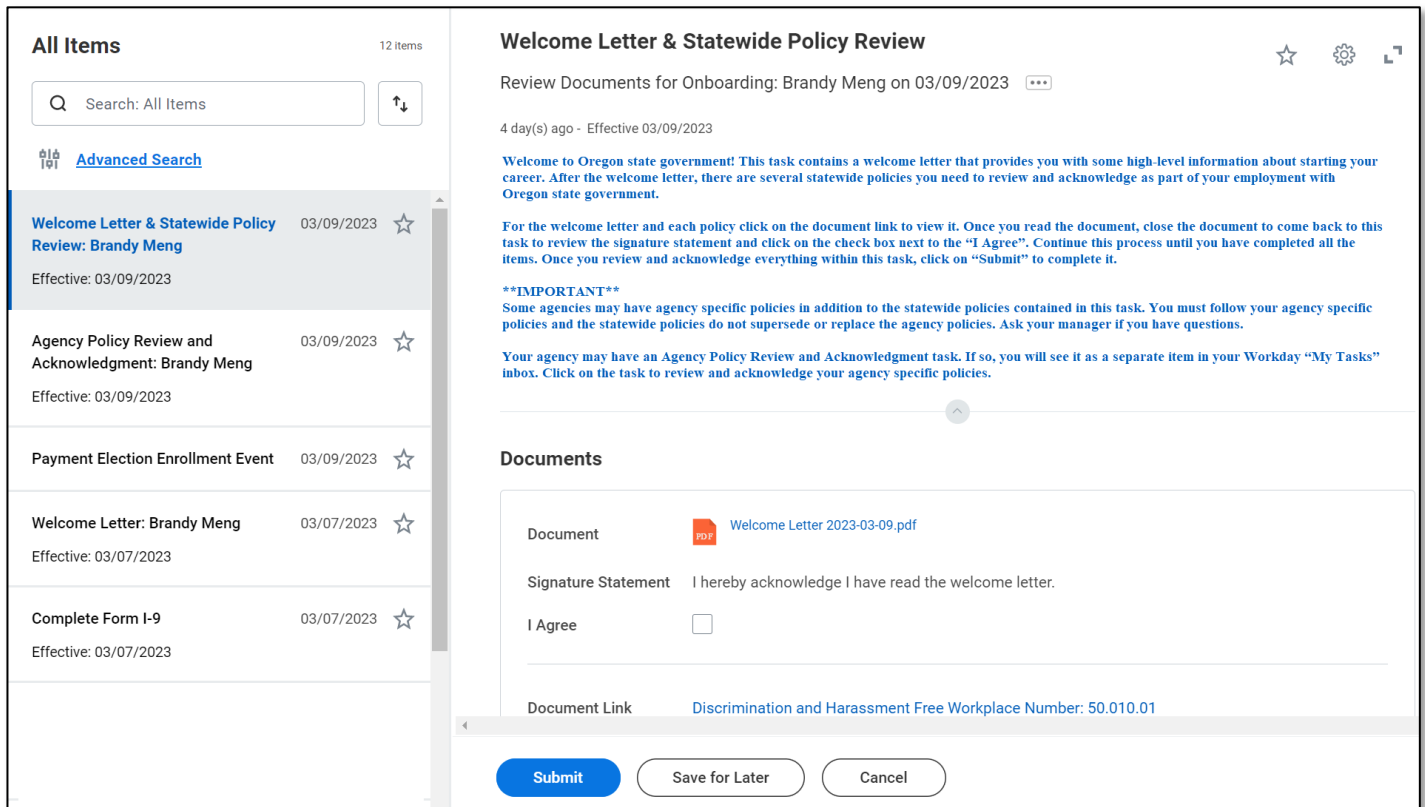
These policies will be included in the Welcome Letter & Statewide Policy Review task.

Policy Name	Policy #
Discrimination and Harassment Free Workplace	50-010-01
Drug-Free Workplace	50-000-01
Maintaining a Professional Workplace	50-010-03
Managing Improper Governmental Conduct	50-090-01
Violence-Free Workplace	50-010-02
Weapons in the Workplace	50-010-05
Workplace Effects of Domestic Violence, Harassment, Sexual Assault, and Stalking	50-010-04
Information Asset Classification	107-004-050
Acceptable Use of State Information Assets	107-004-110

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Required Training Campaigns

The assignment of the nine required online self-paced courses will be automated through Workday's required training campaign function. Once a new employee is hired they will receive a notification in Workday as well as an email to their state issued email address.

Online Self-Paced Courses to be Assigned

Below are the courses that will be assigned using a required training campaign. Courses 1 through 6 will be assigned using one required training campaign. Courses 7, 8, and 9 will be assigned through three separate required training campaigns.

1. DAS – CHRO – Overview of Oregon State Government
2. DAS – CHRO Public Records
3. OGEC – Overview of Oregon Ethics Law
4. DAS – CHRO Violence and Weapons Free Workplace
5. DAS – CHRO Drug-free Workplace for Employees
6. DAS – CHRO – Customer Service in Oregon State Government
7. DAS – CHRO Preventing Discrimination and Harassment in the Workplace
8. DAS – EIS – Information Security Training: Foundations
9. Uplift Your Benefits

Reports

The following reports are available to run for each process.
1. **Onboarding Status Summary**: This report will show the new employees contact information, hire date, position, hiring manager, and status of the onboarding business process. Managers or employees with the HR Partner role in Workday can access this report.
2. **HCM | Workers with Reviewed Policy Documents**: This report will show the policy reviews submitted.
3. **LRN | Campaign Status Report**: This report will show all campaign content items that were sent to the new hires with the delivery date, due date, completion status, and completion date. Only an employee with the Learning Partner role in Workday can access this report.