# SUPERVISOR’S ONBOARDING HANDBOOK

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Welcome!

The *Supervisors’ Onboarding Handbook* was developed as a tool to guide you through the commonwealth’s onboarding process. This handbook provides details on your role as a supervisor in onboarding from the job offer through the end of the employee’s first year of his or her commonwealth career.

Please note that this handbook is designed to provide guidance and tools from a statewide perspective. If you have questions about your agency’s specific policies and onboarding practices, please consult with your HR office.

We hope that you find the *Supervisor’s Onboarding Handbook* a benefit to you and your staff!

What is Onboarding?

According to consultants Booz, Allen and Hamilton, onboarding is the process of integrating new employees into an organization and equipping them to become successful and productive. Onboarding helps employees get “on-board” with the culture of the workplace and the expectations of their new job.

The commonwealth’s onboarding process may consist of both online and face-to-face orientations. For example, new hires are expected to participate in an online orientation to complete the hiring process, while transfers from another state agency may participate in only in-person orientations facilitated by the HR office and the supervisors.

Why is Onboarding important?

Starting a new job is exciting and can be stressful! A well-designed onboarding process can help an incoming employee feel welcome and more comfortable when beginning new duties.

In addition, by streamlining the process for in-processing, i.e. completing new hire paperwork, badging, accessing IT systems, etc., the employee can be well on the way to becoming productive and successful.

Lastly, onboarding can communicate your agency’s mission and values and help the employee identify with the organization. This is extremely important in acclimating the employee to the culture of your organization and providing ideas of how he or she can contribute to its goals.

Who goes through the Onboarding process?

Every new employee! The best practice is that every employee who is new to your organization participates in an onboarding process.
Who goes through the Online Orientation?

While every new employee will be onboarded, only certain groups of employees will go through the online orientation. These groups include:

- **New hires** – employees who have never worked for a commonwealth agency under the Governor’s jurisdiction.
- **Re-hires** – employees who have worked for the commonwealth, were separated, and have returned to service.
- **Returns from furlough** – employees who were furloughed from their salaried commonwealth position and are returned to service through recall or reemployment processes.
- **Annuitants** – employees who retired from commonwealth service and are returned to work for not more than 95 days in a calendar year. Please note that annuitants will only go through certain tours within the pre-hire/online onboarding process.
- **Dual Hires** – employees who are employed by more than one agency in two or more positions.

The following groups of employees are not required to go through online orientation, but you or your HR office may ask them to obtain or update certain employment-related paperwork:

- Transfers from other agencies under the Governor’s jurisdiction
- Employees on long-term leave
- Per diem employees, e.g. board members

What is included in Onboarding?

Onboarding begins with the acceptance of a job offer. There are activities for the HR office, like submitting the Enterprise Position/Personnel Action Request (E-PAR) and conducting an agency orientation. There are two online tours (“Completing the Hiring Process” and “Your Job with the Commonwealth”) for the prospective hire to take. And, there’s a checklist for you, the supervisor, to guide you through the employee’s first year.

What does the Onboarding process look like?

The commonwealth’s onboarding process begins when the prospective hire has accepted the job offer and continues to the end of the employee’s first year of employment.

We anticipate that most prospective hires will follow the standard process, which we refer to as Tier 1. Depending on the employee’s access to technology, variations of the standard process exist. These will be described in more detail later, and your HR office will provide direction on the alternatives that work best for your organization.

Let’s focus on Tier 1 in detail...
**Completing the Hiring Process:**

You and your HR office have garnered all appropriate approvals to hire the selected candidate. Either you as the supervisor or a representative from the HR office has extended an offer of employment to the individual.

Good news! The candidate has accepted!

Please advise the prospective hire that he or she will participate in an online orientation to complete hiring process. Here is a suggested script:

“We are delighted that you will be joining the commonwealth and our organization. Our goal is to help you transition smoothly into your new job. You will receive an invitation to your home email to complete the hiring process through our online orientation website. These critical employment forms include the set up of a direct deposit account for your biweekly pay and your employment eligibility. The Commonwealth of Pennsylvania participates in the Federal Employment Verification Program (E-Verify). Your employment will be contingent upon confirmation of your employment eligibility through the E-Verify Program. If you do not complete these forms on time, your pay may be delayed. If you have questions during the online orientation, you may call the HR Service Center; the contact information will be available throughout the orientation. If you have questions specifically about your job, please feel free to contact me.”

Let the prospective hire know that at this time that portions of the orientation are only compatible with Internet Explorer, version 8 or higher. They may experience errors using any other browser or a mobile device that will prevent completion of the orientation.

Also, be sure to confirm the employee’s personal information, using the Fill a Vacant Position E-PAR Worksheet (see Appendix B) for reference. Follow up with the employee by sending the Quick Guide for New Employees that can be found in ESS > Job & Training > Onboarding. A sample of this guide is included as Appendix H.

Depending on your agency procedures, you may complete the Fill a Vacant Position E-PAR Worksheet and submit it to your HR office to continue with the job filling process. Your HR office will use the information you provide to launch an Enterprise Position/Personnel Action Request (E-PAR) for the HR Service Center to process the new hire transaction. See Appendix B for additional information.

**Before Day 1:**

You have a lot to do to get ready for your new employee! But first, let’s take a look at what others are doing at this point in the onboarding process:

**What is the prospective hire doing?** After the HR Service Center has established the initial employee record (or updated the history of a returning employee), the prospective hire is sent an invitation to his or her personal email account to participate in an online orientation. If the employee does not have a personal email, he or she will access the online orientation from an alternate method, described in more detail later.

Once the prospective hire logs into the online orientation site, he or she will take two online tours:
• Tour 1 – Completing the Hiring Process: includes details about the position; required employment forms, such as emergency contact information, W-4, prior service, medical plan enrollment; and standard policies to be acknowledged

• Tour 2 – Your Job with the Commonwealth: includes information on time off; compensation; a pay statement overview; employee self service and human resources support; as well as details about the myriad of available employee benefits and development opportunities

While participating in the tours, if the prospective hire has a question about benefits or other employment-related information, he or she is encouraged to contact the HR Service Center by calling 866.377.2672 or use the “Ask a Question” feature in the online orientation.

The prospective hire is encouraged to call you if he or she has a question about the position for which he or she is being hired.

What is the HR office doing? The HR office is verifying the prospective hire’s employment eligibility, updating leave and seniority information, coordinating the review and approval of supplementary employment requests, preparing for the agency’s orientation program, and assisting you with onboarding activities, if necessary.

What are others doing? Along with the prospective hire’s invitation to take the online orientation, a notice is sent to agency resource accounts set up for the offices responsible for IT, badging and space allocation. Following agency business processes for IT access, building access, and employee identification, these organizations will prepare for the incoming employee’s arrival.

What are you, the supervisor, doing? Simultaneous with the invitation sent to the prospective hire to participate in the online orientation, you will receive an email reminding you to onboard your incoming employee. A link to the Supervisor’s Onboarding Checklist is included with this notice.

The Supervisor’s Onboarding Checklist will guide you through the entire onboarding process. During this phase, you should be preparing for your incoming employee’s arrival, including:

- Ensuring that the workspace has been cleaned and is in order.
- Informing your subordinates and other members within the organization of the new employee’s arrival.
- Ensuring information technology, telephone, and badging staff have any additional details needed to prepare for the employee’s first day.
- Gathering commonwealth equipment to issue to the new employee.
- Ordering a name plate and office supplies.
- Drafting a training plan.
- Coordinating with HR office on issues such as an accommodation.

You should also be pre-boarding your incoming employee; that is, preparing the employee for his or her first day. We recommend that you give the employee a call or send an email to discuss:

- Building access – What entrance will he or she use? Where will you meet him or her?
- Work hours/break periods – What time should he or she arrive?
Meal/break room facilities – Should he or she pack a lunch? Is there a refrigerator he or she can store food?

Parking facilities and the parking policy – Where should he or she park? Is there a bus route nearby? Can he or she participate in a carpool?

Recommended work attire – Will there be field work on the first day? Will he or she be meeting with executives?

The Supervisor’s Onboarding Checklist has talking points in case you need some help. As you take care of these items and talk over these subjects with your incoming employee, make sure you check them off the list! Please also see Appendix C for more information.

During the First Week:

This is a busy time for you! During the first week, the supervisor plays a critical role.

If the employee has not yet completed the online orientation, you should be encouraging him or her to continue the tours.

- Tour 1 is due within the first three days of employment. If the employee did not complete Tour 1 by the second day, you will receive a notice via email.

- Tour 2 is due within the first two weeks of employment. If Tour 2 remains unfinished after this deadline, you will receive a notice via email.

You should also continue to use the Supervisor’s Onboarding Checklist (see Appendix C for details). You and the employee should initial the completed items so you have a record of what has been covered. Important items include ensuring the employee has all appropriate access and equipment, updating the position description, sharing written work expectations/performance standards, and following the training plan (see Appendix E for training plan tips).

Make sure your employee is scheduled for your agency-specific orientation. Your agency may have a formal or informal orientation coordinated by the HR office. Formal orientation might include a multi-day session with presentations from key staff members. Or, your agency orientation might be more casual and involve the employee simply meeting with an HR representative to cover agency-specific policies. In either case, your employee should participate in this orientation as early as possible.

When you have completed all the items on the checklist, please send it to the HR office to be maintained in the employee’s Official Personnel File (OPF).

Beyond Week 1: Continuing a Career with the Commonwealth

You should use this time to continue building a positive relationship with the employee and ensuring his or her success with the commonwealth. Here are some other items to consider.

Most new employees are hired as probationary. If the employee is in a probationary status, you should be monitoring the employee’s performance in preparation for the end of probationary Employee Performance Review (EPR). Providing performance expectations, coaching, feedback and training, including on-the-job training, is critical for the success of the employee and the unit.
After your employee has been onboard for 30 days, you will receive an email invitation to participate in an online survey. At around six months, you will receive an invitation to participate in a follow-up survey. Your employee will also receive corresponding surveys. The information gathered from these quick surveys will help provide feedback regarding the onboarding process to your HR office and the HR Service Center.

Following the commonwealth’s performance management model, you should continue to monitor the employee’s performance throughout the first year of employment. Depending on your agency’s rating cycle, an annual employee performance review (EPR) may be due at this time.

**Alternate Orientation Processes: Tiers 2, 3 and 4**

We’ve just walked through the standard, or Tier 1, onboarding process, which is summarized in the table below.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Variables</th>
<th>Prospective Hire/New Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>✓ Personal email account ✓ Processed transaction in SAP ✓ Access to a computer with Internet access</td>
<td>✓ Receives online orientation invitation in personal email account ✓ Clicks on link in personal email ✓ Enters temporary password* and creates a new password ✓ Participates in online orientation prior to Day 1</td>
</tr>
</tbody>
</table>

However, there may be situations impacted by access to a computer, time constraints, or other factors that make following Tier 1 difficult. For those situations, the following alternate online orientation processes are available.

**Tier 2**

Tier 2 allows for the supervisor to facilitate the online orientation at the workstation.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Variables</th>
<th>Prospective Hire/New Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>✓ Facilitated by supervisor ✓ Processed transaction in SAP ✓ CWOPA credentials ✓ Access to a computer at the employee’s workstation</td>
<td>✓ Accesses CWOPA network from office workstation ✓ Opens <a href="http://www.myHRonline.pa.gov">www.myHRonline.pa.gov</a> and selects “Online Orientation” on home page ✓ Uses employee number as user ID ✓ Enters temporary password* ✓ Enters organization code “cofpa” ✓ Creates new password ✓ Participates in online orientation at the workstation to complete by due dates</td>
</tr>
</tbody>
</table>

**Tier 3**

Tier 3 may be best for agencies in which the HR office or a designate has a stronger role in facilitating the new employee’s orientation, or when the employee does not have an assigned work station.
There is an expectation with Tier 3 that a kiosk is made available in a comfortable setting for the employee to participate in the online orientation.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Variables</th>
<th>Prospective Hire/New Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>✓ Facilitated by HR or designate</td>
<td>➢ Designated HR representative accesses CWOPA network using a guest login</td>
</tr>
<tr>
<td></td>
<td>✓ Processed transaction in SAP</td>
<td>➢ Employee opens <a href="http://www.myHRonline.pa.gov">www.myHRonline.pa.gov</a> and selects “Online Orientation” on home page</td>
</tr>
<tr>
<td></td>
<td>✓ Access to a computer at the HR office of other designated location</td>
<td>➢ Uses employee number as user ID</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Enters temporary password*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Enters organization code “cofpa”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Creates new password</td>
</tr>
</tbody>
</table>
|      |                                                                          | ➢ Participates in online orientation at a workstation in the HR office or other designated location, i.e. a training room |}

**Variations to Tier 2 and Tier 3**

There can be some variations to Tiers 2 and 3. Despite the scenario, your new employee will be able to access the online orientation in multiple ways.

- Invitation emails with a direct link to the online orientation will be sent to both the home and work email addresses
- Onboarding employees who have access to employee self service can visit [www.myWorkplace.state.pa.us](http://www.myWorkplace.state.pa.us) and will be directed to the online orientation after login

**Tier 4**

Lastly, the final alternate process, Tier 4, allows for the employee to complete the orientation off-line. Supervisors can request an alternate content print packet for these exceptional cases from your agency HR office.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Variables</th>
<th>Prospective Hire/New Employee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>➢ Access to a computer with Internet access for PDF viewing with policy links -OR-</td>
<td>➢ Receives in-person orientation with the supervisor, HR representative, or designate</td>
</tr>
<tr>
<td></td>
<td>➢ Ability to work from a printed alternate delivery packet</td>
<td>➢ Completes hard copy forms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>➢ Returns completed documents to agency HR office</td>
</tr>
</tbody>
</table>

* Temporary password is last four digits of the individual’s Social Security Number followed immediately by the last two digits of his or her birth year, e.g. 954078.

**Closing**

Great job! We hope that your new employee has successfully onboarded with your agency. We also hope that you have found this handbook useful. If you have questions about onboarding or suggestions for improving the commonwealth’s onboarding processes, please contact your HR office.
Appendix A:  
Enterprise Onboarding Roles & Responsibilities

✓ Supervisor

☐ Selects candidate and makes an offer of employment

☐ When prospective hire accepts the offer:
  o Notifies the employee about the commonwealth’s participation in the federal E-Verify system
  o Obtains a personal email address, carefully confirming the spelling of the full email address
  o Provides instructions about the online orientation; sends "Quick Guide for New Employees”
  o Utilizes Fill a Vacant Position E-PAR Worksheet to collect employee data, including name as it appears on Social Security card and personal email address

☐ Initiates Fill a Vacant Position E-PAR routing and approval within agency (if applicable)

☐ Receives email notification that the onboarding process has begun for the prospective hire

☐ Works with agency IT, space management and badge/security office to prepare for employee’s Day 1

☐ Completes applicable items on the Supervisor’s Onboarding Checklist prior to the start date and coordinates Day 1 welcome

☐ Ensures employee is provided a workstation/instructions and time to complete the online orientation (if additional time is needed by the employee), or coordinates with the agency HR office to provide these accommodations

☐ If employee is unable to complete the online orientation due to technology, accessibility or language barriers, requests a print packet from agency HR office

☐ If employee is non-compliant with online orientation deadlines, reminds employee of requirements upon receipt of reminder email notifications:
  o Tour 1 is required by Day 3
  o Tour 2 is required by Day 14

☐ Conducts supervisory orientation within the first week using the Supervisor’s Onboarding Checklist

☐ Forwards completed checklist to agency HR office for inclusion in the Official Personnel File

☐ Completes Supervisor Orientation Survey upon receipt of 30-day email notification

☐ Completes Supervisor Onboarding Survey upon receipt of 6-month email notification

✓ Agency HR Office

☐ Submits Fill a Vacant Position E-PAR to the HR Service Center 14 days prior to the start date

☐ Receives copies of the supervisor’s email notifications; no action needed

☐ If supervisor’s position is vacant:
  o Works with agency information technology, space management and badge/security offices to prepare for employee’s Day 1
  o Reminds employee of online orientation requirements and deadlines
  o Ensures that the supervisor’s responsibilities are covered

☐ Provides assistance to the supervisor to ensure the employee has access to a workstation/instructions and the time to complete the online orientation (if additional time is needed by the employee)

☐ Receives email notification with prior service form data

☐ Processes adjustments to leave service credits and/or seniority credit (if applicable)

☐ Accesses central electronic Official Personnel File records to view onboarding records – Workers’ Compensation Acknowledgement and Policy Acknowledgement Summary
- Conducts agency orientation according to agency practice
- Reviews and addresses results of 30-day and 180-day employee and supervisor surveys

**HR Service Center, Agency Services Division**
- Completes new hire transaction within three days and closes the E-PAR
- Returns appointment letter and enclosure (Benefits Highlights & Contact Info) to agency HR
- Receives and processes I-9 verification
- Reviews employee data collected and updates SAP if necessary

**Agency IT Office**
- Receives email notification with prospective hire SAP data
- Launches internal process to ensure IT readiness by Day 1

**Agency Space Management Office**
- Receives email notification with prospective hire SAP data
- Launches internal process to ensure workstation readiness by Day 1

**Agency Badge/Security Office**
- Receives email notification with prospective hire SAP data
- Launches internal process to schedule badge for Day 1

**Prospective Hire/Employee**
- Receives an email notification with a link to begin the online orientation
- Launches online orientation and creates new password
- Completes these required employment forms during the online orientation: personal information, employment eligibility (I-9, Section 1), direct deposit, withholding tax, emergency contacts, work-related injuries, prior service and medical plan election
- Arrives to work on employment start date
- Continues all online orientations by established deadlines:
  - Tour 1 is required by Day 3
  - Tour 2 is required by Day 14
- Receives mandatory training notifications; completes requirements by established deadlines
- Completes online orientation survey for employees upon receipt of 30-day email notification
- Completes onboarding process survey for employees upon receipt of 6-month email notification

**HR Service Center, Employee Services Division**
- Responds to prospective hire/employee questions during the online orientation
- Monitors employee progress; contacts agency HR office for assistance if necessary
- Provides outreach to employees and agency HR to ensure completion of payroll requirements
- Answers technical questions and content questions as applicable; refers employee to supervisor or agency HR office when appropriate
- Processes employee forms and changes according to current practices
- Sends medical benefits enrollment reminder postcard to employee’s home address on Day 14

**Designated I-9 Verifier**
- Receives email notice of employee’s completion of I-9, Section 1
- Verifies documentation within three days of employee’s start date
- Completes I-9, Section 2 electronically for routing to the HR Service Center
Appendix B:

Fill a Vacant Position E-PAR Worksheet

Note: This is an example. For the most up-to-date worksheet, please access employee self service at www.myWorkplace.state.pa.us.

Commonwealth of Pennsylvania
Fill a Vacant Position E-PAR Worksheet

General Instructions: Use this worksheet to collect the information necessary to launch the Fill a Vacant Position Enterprise Position/Personnel Action Request (E-PAR). Do not attach this document to the E-PAR.

Instructions to the Hiring Manager or Designate: Once the candidate has accepted the job offer and you have explained the online orientation process (see Supervisor’s Onboarding Handbook for details), please complete Parts 1 and 2. Submit this document to your HR office for further processing.

Part 1: Vacancy Information (to be completed by the hiring manager)

<table>
<thead>
<tr>
<th>Position Number</th>
<th>I-9 Verifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Job Title</td>
</tr>
<tr>
<td>Work Address:</td>
<td></td>
</tr>
<tr>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Headquarters County</td>
<td>Headquarters Municipality</td>
</tr>
<tr>
<td>Supervisor’s Name</td>
<td></td>
</tr>
</tbody>
</table>

Part 2: Employee Information (to be completed by the hiring manager)

Confirm with the employee and provide the name as it appears on the employee’s Social Security card.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (e.g. Mr, Mrs, Ms, etc.)</td>
<td>Designation (e.g. MD, DDS, PhD, Esq, etc.)</td>
<td>Suffix (e.g. Sr, Jr, II, III, etc.)</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Social Security Number</td>
<td>Gender</td>
</tr>
<tr>
<td>Permanent Residence:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Cell Phone</td>
<td>Home E-mail</td>
</tr>
<tr>
<td>County</td>
<td>Municipality for Tax Purposes</td>
<td>Municipality Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ City □ Borough □ Township</td>
</tr>
<tr>
<td>Mailing Address (if different than above):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address 1</td>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
</tbody>
</table>
Instructions to the HR Office: Upon receipt of completed Parts 1 and 2, launch the Fill a Vacant Position E-PAR. Verify that the work address and other information are accurate within the E-PAR. Use Part 3 below as a worksheet to complete the required fields in the E-PAR. Submit the E-PAR directly to the HR Service Center 14 days in advance of the effective date.

Part 3: E-PAR Information (to be prepared by the HR office)

<table>
<thead>
<tr>
<th>Employee Action</th>
<th>Personnel Number</th>
<th>Effective Date</th>
<th>Estimated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Area</td>
<td>Personnel Subarea</td>
<td>Pay Area</td>
<td></td>
</tr>
<tr>
<td>Organization ID</td>
<td>Organization Name</td>
<td>Work Contract</td>
<td>Confidential Indicator</td>
</tr>
<tr>
<td>Job Code</td>
<td>Job Name</td>
<td>Union Local</td>
<td>UC Exemption</td>
</tr>
<tr>
<td>Employee Group</td>
<td>Employee Subgroup</td>
<td>Contract Type</td>
<td>Headquarters Municipality</td>
</tr>
<tr>
<td>Pay Term</td>
<td>Pay Rate</td>
<td>Pay Group</td>
<td>Pay Level</td>
</tr>
<tr>
<td>QHOL Hours</td>
<td>Annual EPR Date</td>
<td>CS Cert</td>
<td>BSE No</td>
</tr>
<tr>
<td>Furloughed Final Check Date</td>
<td>Time Admin Code</td>
<td>Work Schedule Rule</td>
<td></td>
</tr>
</tbody>
</table>
**Fill a Vacant Position E-PAR:** Most fields within this E-PAR will be pre-populated based on position information. Depending on your agency’s procedures, use the *Fill a Vacant Position* E-PAR Worksheet to collect the information necessary to submit the E-PAR to the HR Service Center.

![Image of E-PAR form](image_url)
### Employee Information

(Please confirm with the employee and provide the name as it appears on the employee's Social Security card.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Pers No</td>
<td></td>
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<tr>
<td>Last</td>
<td>Doe</td>
</tr>
<tr>
<td>First</td>
<td>John</td>
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<tr>
<td>Middle</td>
<td>L</td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td>5/1/1969</td>
</tr>
<tr>
<td>SSN</td>
<td>123456789</td>
</tr>
<tr>
<td>City</td>
<td>Hershey</td>
</tr>
<tr>
<td>State</td>
<td>PA</td>
</tr>
<tr>
<td>Zip</td>
<td>17033</td>
</tr>
<tr>
<td>Home Phone</td>
<td>717-666-9888</td>
</tr>
<tr>
<td>Home E-mail</td>
<td><a href="mailto:Marty123@msn.com">Marty123@msn.com</a></td>
</tr>
<tr>
<td>Cell Phone</td>
<td>717-329-1234</td>
</tr>
<tr>
<td>Municipality</td>
<td>Swatara</td>
</tr>
<tr>
<td>County</td>
<td>Dauphin</td>
</tr>
<tr>
<td>Municipality Type</td>
<td>Township</td>
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<tr>
<td>Mailing Address (if different than above)</td>
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<tr>
<td>Address 1</td>
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<tr>
<td>Address 2</td>
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<tr>
<td>City</td>
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<tr>
<td>State</td>
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<tr>
<td>Zip</td>
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</tbody>
</table>

### HR Information

Action Type: ZA  
Action Reason: Select One

Annual EPR Date:  
Longevity Date:  
CS Cert:  
BSE No:  
QHOL Hours:  
Time Mgmt Status:  
Furlough Date:  
(m/dd/yyyy)

Time Administrator Code: TMK
Work Schedule Rule:  
Emp UC Exempt: Non-Exempt

*Required if submitting to HR Service Center

Requester: Matthew McKeezie - 8/28/2012 2:49:40 PM - Submitted

Candidate selected.

HR: Matthew McKeezie - 8/28/2012 2:47:53 PM - Move to

Please review.

Your Comments:

Status: HR Office
Action:  
Submit to:  
Recipient:  
E-mail:  
Completed E-PAR Recipients:  

Submit

[Attach Documents]
Appendix C: 
Supervisor’s Onboarding Checklist

Note: This is an example. For the most up-to-date form, please access employee self service at www.myWorkplace.state.pa.us.

Instructions: Use the following list as a guide to onboard your new employee; consider the needs of the new employee when determining which items are applicable. The checklist should be completed within one week of the employee’s appointment date. Mark each item with your and the employee’s initials as discussed, or note N/A if not applicable to this employee. Upon completion, sign and date the form, and return it to the agency human resource office to be inserted in the employee’s Official Personnel File (OPF).

### Preparing for your prospective hire:
Ensure that the following have been completed before your employee’s start date.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Supervisor’s Initials</th>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Workspace has been cleaned.</td>
<td></td>
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<tr>
<td>2. Colleagues and co-workers have been informed of the employee’s start date.</td>
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<tr>
<td>3. Information Technology needs have been addressed.</td>
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<tr>
<td>4. Telephone has been assigned. Voice mail access is available.</td>
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<tr>
<td>5. Badging authority has been notified.</td>
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<tr>
<td>6. Equipment (e.g. keys, personal protective equipment, etc.) have been secured for issuance.</td>
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<tr>
<td>7. Name plate and other desk supplies have been ordered.</td>
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<tr>
<td>8. Training plan is prepared.</td>
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<tr>
<td>9. Accommodations necessary under the Americans with Disabilities Act (ADA) have been made (if appropriate).</td>
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<tr>
<td>10. Any forms that need to be completed by employee and/or supervisor are prepared.</td>
<td></td>
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<tr>
<td>Other:</td>
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</tbody>
</table>

Before Day 1: Please contact your incoming employee and discuss the following prior to Day 1 of employment.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Employee’s Initials (if present)</th>
<th>Supervisor’s Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Building Access Procedures</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12. Work Hours/Break Periods</td>
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<tr>
<td>13. Meal/Break Room Facilities</td>
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<tr>
<td>14. Parking Facilities and Policy</td>
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<tr>
<td>15. Recommended Work Attire</td>
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<tr>
<td>Other:</td>
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</tbody>
</table>
**Week 1:** The items listed below are important for the employee to gain an understanding of how the office works. While reviewing these items, ensure the employee feels welcome, provide a buddy for the employee to continue to learn about the area and be a resource for future questions.

Discuss the following items with your employee beginning on Day 1 and through the course of his/her first week.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Employee’s Initials</th>
<th>Supervisor’s Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td></td>
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<tr>
<td>16. Organization Mission/Overview of Functions</td>
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<tr>
<td>17. Organization Chart</td>
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<tr>
<td><strong>Duties/Performance Management</strong></td>
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<tr>
<td>18. Position Description</td>
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<tr>
<td>19. Records Management</td>
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<tr>
<td>20. Designation of Essential Employees</td>
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<tr>
<td>21. Work Expectations/Performance Standards</td>
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<tr>
<td>22. Confidentiality Expectations</td>
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<tr>
<td>23. Employee Performance Reviews</td>
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<tr>
<td>24. Probationary Period</td>
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<tr>
<td>25. Training (Initial and Ongoing)</td>
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<tr>
<td>26. Travel Requirements and Procedures</td>
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<tr>
<td>27. Gift Ban Policy</td>
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<tr>
<td>28. Overtime</td>
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<tr>
<td>29. Licensing Requirements</td>
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<tr>
<td><strong>Building/Workspace</strong></td>
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<tr>
<td>30. Introduction to Colleagues and Co-workers</td>
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<tr>
<td>31. Work Location/Facility Tour</td>
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<tr>
<td>32. Commonwealth Identification/Badge</td>
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<tr>
<td>33. Smoking Areas</td>
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<tr>
<td>34. Recycling</td>
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<tr>
<td><strong>Equipment/Supplies</strong></td>
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<tr>
<td>35. IT Equipment Issuance and Use</td>
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<tr>
<td>36. Telephone Issuance and Use</td>
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<tr>
<td>37. Other Equipment Issuance and Use</td>
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<tr>
<td>38. Supplies Use and Requisitioning</td>
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<tr>
<td>39. Use of Personal Electronic Equipment</td>
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</tr>
<tr>
<td>Subject</td>
<td>Employee’s Initials</td>
<td>Supervisor’s Initials</td>
<td>Date</td>
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</tr>
<tr>
<td><strong>Safety/Security/Well-Being</strong></td>
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<tr>
<td>40. General Safety Rules/Safety Policy</td>
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<tr>
<td>41. Use of Personal Protective Equipment</td>
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<tr>
<td>42. Fitness for Duty/Substance Abuse in the Workplace</td>
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<tr>
<td>43. Reporting Requirements for Injuries and Accidents</td>
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<tr>
<td>44. Reporting Workplace Violence/Bomb Threats</td>
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<tr>
<td>45. First Responder Lists/AED Locations</td>
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<tr>
<td>46. Worker and Community (chemical) Right to Know Law and Safety Data Sheets</td>
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<tr>
<td>47. Emergency Evacuation Procedures including When Not to Evacuate</td>
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<tr>
<td><strong>ESS/Time/Absences</strong></td>
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<tr>
<td>48. Pay Statements in ESS</td>
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<tr>
<td>49. Requirements for Completing Time Sheets</td>
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<tr>
<td>50. Scheduling Time Off</td>
<td></td>
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<td></td>
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<tr>
<td>51. Family and Medical Leave Act (FMLA)</td>
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</tr>
<tr>
<td><strong>Supervision/Communications/Equal Employment Opportunity</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52. Supervisor Availability</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>53. Chain of Command</td>
<td></td>
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</tr>
<tr>
<td>54. Courtesy/Professionalism</td>
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<tr>
<td>55. Call Off Procedures</td>
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<tr>
<td>56. Emergency Contacts</td>
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<tr>
<td>57. Office Closures</td>
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<tr>
<td>58. Continuity of Government</td>
<td></td>
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<tr>
<td>59. Staff Meeting Schedules</td>
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<tr>
<td>60. Bulletin Boards/Employment Law Postings</td>
<td></td>
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<tr>
<td>61. EEO/Diversity</td>
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<tr>
<td>62. Complaint Procedures</td>
<td></td>
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<tr>
<td>63. Contacting the HR Service Center</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### Follow Up Actions:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Supervisor’s Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee has been scheduled for agency orientation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Position Description has been updated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee has a copy of work expectations/performance standards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee has a copy of his/her training plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee has been issued all necessary equipment to perform his/her job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee has been issued commonwealth identification.</td>
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</tr>
</tbody>
</table>

My supervisor has reviewed the listed applicable items with me.

Employee Signature

I have reviewed the applicable items above with the employee.

Supervisor Signature

Date

Return the completed Supervisor’s Onboarding Checklist to your human resource office to maintain in the employee’s Official Personnel File (OPF).
Supervisor’s Onboarding Checklist Talking Points

The list of talking points below is not all-inclusive, and not all topics may be applicable to your new employee. Please contact your HR office or refer to supervisor self-service if you have questions.

Preparing for your prospective hire

1. Ensure new employee’s workplace is clean and files and work space are organized.
2. Ensure via an email announcement or at a staff meeting that current employees are aware of the new employee’s start date.
3. Ensure IT staff is aware of the prospective hire. Consider all IT access issues, e.g., agency-specific applications.
4. Ensure telecommunications staff is aware of prospective hire. Reset voicemail password.
5. Make appointment for employee to receive identification badge. Ensure employee has access to the facility. Communicate appropriate access codes to the badging authority.
6. Gather commonwealth property to be issued to new employee. Ensure equipment is in working condition.
7. Follow internal processes to order name plates and other office supplies.
8. Draft a training plan which includes mandatory training and possible employee development activities for the upcoming year.
9. Work with your HR office and/or disability services coordinator to address ADA issues.
10. Prepare additional paperwork that will need to be signed by the employee and/or supervisor. Have ready for review and signature(s).

Other: Use the space provided to notate any additional information, if applicable.

Before Day 1

11. Notify new employee where you will meet him/her on his/her first day; identify employee entrances to the facility.
12. Ensure the employee knows what time to report, when breaks can be scheduled and where s/he can go on break, and the time his/her shift ends.
13. Provide new employee with where s/he can eat, e.g. snack bar, local restaurants, at their desks, etc. Ensure the new employee is aware of rules pertaining to office refrigerators, water and coffee funds, etc.
14. Ensure the employee knows where to park his/her vehicle if applicable. Provide information on employer-provided parking and carpool opportunities.
15. Advise the employee on proper work attire for the position, e.g. uniforms, safety boots, business casual, etc.

Other: Use the space provided to notate review of specific policies applicable to agency.

Week 1

Organization

16. Discuss the mission of the agency and the employee’s unit. Discuss how his/her work impacts other areas of the organization.
17. Provide a copy of the agency or unit’s organization chart.
**Duties/Performance Management**

18. Provide a position description and review the duties in detail. Update the position description in the online position description application.

19. Let the employee know they are responsible to manage the commonwealth records associated with their work tasks per Manual 210.1 Amended-The Commonwealth of Pennsylvania Employee Records Management Manual. Refer to your agency’s Records Coordinator for additional questions.

20. Let the employee know if the work is considered “essential.” Provide details on expectations for essential employees. Depending on your agency’s practice, have the employee complete the Notification for Essential Employees and send it to your HR office for inclusion in the Official Personnel File. Refer to your agency’s Continuity of Operations (COOP) Coordinator for additional questions.

21. Provide written standards pertaining to the quantity and quality of the employee’s work and customer service expectations.

22. Discuss confidentiality expectations.

23. Discuss the performance review rating cycle. Review the Employee Performance Review Form.

24. Provide information on the length of the probationary period, what is expected to pass the probationary period successfully, and what can be expected if the employee is not succeeding in the position. Reminder: not all new hires or transfers from an equal or higher job title require a probationary period.

25. Provide details on mandatory training, on-the-job training, safety training and other available employee development opportunities, e.g., conferences, tuition reimbursement, etc. Discuss the time period expected to acquire necessary training.

26. Discuss the use of commonwealth vehicles and commonwealth travel policy. Ensure the employee has appropriate licensure for operating vehicles and equipment. Explain when and how travel or fuel cards are to be used.


28. Discuss if the employee is entitled to receive overtime, how overtime is assigned, and if the position is included in an overtime equalization unit.

29. Discuss whether the work requires professional licensure or certifications, such as a Professional Engineer (PE) or Registered Nurse (RN), and when that license or certification must be acquired. Discuss the requirements to maintain licensure and what happens if the license is not maintained.

**Building/Workspace**

30. Introduce the employee to his/her peers, to the reviewing officer, and to other key staff in the organization.

31. Provide a tour of the facility, noting restrooms, break rooms, points of entrance/egress, smoking areas, bulletin boards, Automated External Defibrillators (AEDs), etc.

32. Ensure the employee understands the commonwealth’s policy on wearing identification badges and what to do if s/he forgets or loses his/her identification badge.

33. Make sure the employee knows where smoking areas are located.

34. Ensure the employee is aware of the commonwealth’s recycling policy and where recycling bins are located.

**Equipment/Supplies**
35. Review the Information Technology acceptable use policy. Ensure the employee can log on to his/her computer and has access to all necessary applications.
36. Ensure the employee has access to voicemail. Ensure the phone lists, such as the commonwealth directory, is updated with the employee’s information.
37. Ensure the employee has all equipment necessary for the position. Ensure the employee is trained on proper use and maintenance of all equipment.
38. Provide guidance on the forms, processes and approvals necessary to purchase supplies.
39. Ensure the employee is aware of workplace rules addressing the use of personal equipment, e.g. smartphones, tablets, headphones, etc.

**Safety/Security/Well-being**

40. Discuss general safety rules and the importance of employee safety. Share your agency’s safety policies.
41. Discuss the proper wear and maintenance of personal protective equipment (PPE). Discuss the conditions under which PPE must be worn or used. Discuss actions to take if exposed to hazards.
42. Share the commonwealth and organization’s policy (if any) on substance abuse in the workplace. Refer to Executive Order 1996-13, Substance Abuse in the Workplace.
43. Ensure the employee understands that all accidents must be reported to the supervisor. Point out the location of first aid kits.
44. Discuss the organization’s workplace violence prevention policy and prohibited activities. Make sure the employee knows the organization’s protocol for reporting possible threats or behaviors that may indicate workplace violence. Discuss the steps the employee should take regarding suspicious packages and written/verbal bomb threats.
45. Ensure the employee knows where the AED devices are located in all locations where s/he will be working. Let the employee know who the trained first responders are in your building.
46. Inform the employee of any hazardous substances in the workplace. Provide appropriate training within 120 days. Point out the location of Safety Data Sheets (SDS).
47. Ensure the employee understands what to do and where to go if required to evacuate the building (the “Safety Six” – evacuation route, what to take, where to go, who to check in with, his/her ability to evacuate, and his/her responsibility while s/he waits). Provide a map of assembly areas and discuss requirements to check in with the supervisor. Ensure the employee knows what to do when there are emergencies that require him/her to “Shelter in Place” and not evacuate the building (such as an earthquake or severe weather events (e.g. tornado or other emergencies that may cause him/her harm if s/he leaves the building).

**ESS/Time/Absences**

48. Review services available in ESS. Inform him/her how to view and print their pay statement in ESS.
49. Explain if, how and when time sheets must be completed for time tracking, overtime or other exceptional time payments.
50. Discuss the process for scheduling time off, the need for prior approval, and the potential for leave requests to be disapproved. Notify the employee who can approve leave if the supervisor is unavailable. Tell the employee that some requests for leave may need additional approvals from an HR Office.
such as FMLA leave, military leave, injury leave and approved leaves without pay. For information on these leave types, an employee can call the HR Service Center, Absence Services at 717.346.4667 or 717.857.3333.

51. Inform the employee that after one year of employment they may be entitled to leave under the Family and Medical Leave Act (FMLA) for reasons that were explained during the online orientation. As a result, it may be necessary to ask the reason for any absence to ensure that the employee’s rights under this Act are provided. Refer to the Notice for Supervisors for more information.

**Supervision/Communications/Equal Employment Opportunity**

52. Discuss your availability, e.g. open-door policy, access to your calendar, and your communication style.

53. Discuss levels of supervision above and below your position. Share protocol for communicating with staff within and outside of the chain of command.

54. Discuss your standards for courtesy and professionalism when dealing with clients, co-workers, the general public, etc.

55. Share local call-off procedures.

56. Make sure you know how to reach the employee in case of an emergency. Make sure you know who to contact if the employee is involved in an emergency situation. Advise employee to enter emergency contacts in Employee Self Service under Personal Information.

57. Ensure the employee is included in the call chain for office closings. Refer the employee to Alert.PA.gov.

58. Share your organization’s Continuity of Government/Continuity of Operations Plan (COOP). Discuss the possibility of working from a remote location in the event of a pandemic or other emergency.

59. Let the employee know if staff meetings, safety meetings or other meetings are held and how often.

60. Point out employee bulletin boards and required postings during the facility tour.

61. Ensure the employee is aware of the organization’s commitment to equal employment opportunity and the prevention of sexual harassment.

62. Ensure the employee knows what to do if s/he believes s/he has been subjected to discrimination or sexual harassment. Inform employee of the agency EEO contact information for filing a complaint. Ensure that the employee knows what to do if s/he believes that s/he needs a reasonable accommodation due to a disability. Provide employee with contact information for the agency Disability Services Coordinator.

63. Inform the employee that reasonable time may be used to contact the HR Service Center to resolve employment-related matters such as benefit enrollments.
Appendix D: Online Orientation Notifications

Below are example notifications sent during the online orientation. If employees complete the tours within expected timeframes, reminder emails will not be generated. All notifications will be from sent with the display name "Commonwealth of Pennsylvania, HR Service Center" (SSISnotifications@enwisen.net or RA-HRSSC@enwisen.net) and will include standard closing language and contact information for the HR Service Center.

Notification 1: Welcome Email

**Tour:** #1 – Completing the hiring process  
**Sent when:** new hire file received  
**To:** Employee Home Email  
**CC:** Employee Work Email  
**Subject:** Welcome! PA Online Orientation – Required Forms for Your New Job

Dear <<Employee Name>>,

Congratulations on accepting a position with the Commonwealth of Pennsylvania! Our goal is to help you transition smoothly into your new job.

First, you’ll need to complete the hiring process through our online orientation website. Please set aside approximately 30 minutes to complete your required new employee forms before you begin work on <<HireDate>>. These critical employment forms include the set up of a direct deposit account for your biweekly pay, your employment eligibility – and more. If you do not complete these forms on time, your pay may be delayed.

The online orientation is comprehensive and you’ll be reminded via email to complete a series of tours. After you begin the orientation, you can save your progress, close the website and return at any time. To begin the online orientation now, open the link below and follow the login instructions.

Please ensure that you are opening the site in Internet Explorer version 8 or higher. Portions of the orientation are not compatible with any other internet browser, and you may experience errors that will prevent you from completing the orientation.

<< link here >>

- Open the site by selecting the link above or by visiting www.myHRonline.pa.gov and selecting "Online Orientation" under High;lights.
- Confirm or enter your login information
  - User ID: <<Personnel Number>>
  - Password: enter temporary password – the last four digits of your social security number followed immediately by the last two digits of your birth year (ex: 954078)
  - Organization: CofPA
- Create a new password by following the prompts
- From the home page, select the first tour to complete the hiring process

If you have any questions about the online orientation, you can contact the HR Service Center at 866.377.2672, Monday through Friday from 7:00 am to 5:00 pm.

If you have questions about your first day on the job or need additional employment information, you can contact your hiring manager.

Notification 2: New hire: Supervisor

**Tour:** #1 – Completing the hiring process  
**Sent when:** new hire file received  
**To:** Supervisor Work Email  
**CC:** Agency HR Resource Account  
**Email Subject:** Online Orientation - New Employee Welcome Email Sent

TO: <<<Supervisor Name>> >> <<<Supervisor Email>> >>  
CC: <<Agency HR Office Email>>
RE: <<Employee Name>>, <<Personnel Number>>
Organization: <<Organization>>
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

Your new employee was sent a welcome email with online orientation login instructions. The email included a request to complete the required employment forms by the employee’s start date of <<HireDate>>.

Keep in mind that your participation in this new employee’s onboarding process is critical. Please ensure that you and your employee are meeting these upcoming deadlines:

1. **Today:** You should have already completed the pre-hire section of the Supervisor Onboarding Checklist in preparation for your new employee.
2. **Day one:** Remember to have your new employee’s workspace ready and waiting!
3. **Day one:** Remind your new employee to complete the required forms in the online orientation, Tour 1 – Completing the Hiring Process > Before You Begin folder.
4. **Day three:** Remind your new employee to complete the policy acknowledgements in the online orientation, Tour 1 – Completing the Hiring Process > Workplace Rules folder.
5. **Week one:** Complete the supervisory orientation in person with your new employee.
6. **Week one:** Confirm that your employee is scheduled for the agency orientation at your HR office.
7. **Day 14:** Remind your new employee to complete the online orientation, Tour 2 – Your Job with the Commonwealth.

Email notifications have been sent to agency resource accounts for the set up of your employee’s workstation, computer access and commonwealth identification badge as needed. You can refer to your Supervisor Onboarding Handbook for additional instructions.

**NOTE:** To avoid complications with employment eligibility and payroll processing, your new employee must complete the required forms in Tour 1 – Completing the Hiring Process > Before You Begin by the end of his or her first day of employment.

---

**Notification 3: New hire: IT**
**Tour:** #1 – Completing the hiring process
**Sent when:** new hire file received
**To:** IT Office Resource Account
**CC:** none
**Email Subject:** New Employee Notice

The following new employee is scheduled to be hired in your agency. Please initiate your agency’s IT process to ensure this employee has the appropriate assets and commonwealth access that he or she will need by the start date provided below.

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<tr>
<th>Action Type:</th>
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<tbody>
<tr>
<td>Start Date:</td>
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<tr>
<td>Employee Name:</td>
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<tr>
<td>Personnel Number:</td>
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<tr>
<td>Position Number:</td>
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<tr>
<td>Job Title:</td>
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<td>Organization:</td>
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<tr>
<td>Work Address:</td>
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<tr>
<td>Home Headquartered:</td>
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<tr>
<td>Supervisor:</td>
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<tr>
<td>Supervisor Email:</td>
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</tbody>
</table>

**Notification 4: New hire: Badge**
**Tour:** #1 – Completing the hiring process
**Sent when:** new hire file received
**To:** Badging Office Resource Account
**CC:** none
**Email Subject:** New Employee Notice
The following new employee is scheduled to be hired in your agency. Please initiate your agency’s badging process to ensure this employee has the appropriate identification and building access that he or she will need by the start date provided below.

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<thead>
<tr>
<th>Action Type:</th>
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<tbody>
<tr>
<td>Start Date:</td>
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<td>Employee Name:</td>
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<td>Personnel Number:</td>
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<td>Position Number:</td>
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<td>Job Title:</td>
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<td>Organization:</td>
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<td>Work Address:</td>
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<td>Home Headquartered:</td>
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<tr>
<td>Supervisor:</td>
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<td>Supervisor Email:</td>
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</tbody>
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Notification 5: New hire: Space
Tour: #1 – Completing the hiring process
Sent when: new hire file received
To: Space Management Office Resource Account
CC: none
Email Subject: New Employee Notice

The following new employee is scheduled to be hired in your agency. Please initiate your agency’s space management process to ensure this employee has the appropriate workstation resources that he or she will need by the start date provided below.

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<th>Action Type:</th>
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<td>Start Date:</td>
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<tr>
<td>Employee Name:</td>
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<td>Personnel Number:</td>
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<td>Home Headquartered:</td>
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<td>Supervisor:</td>
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<tr>
<td>Supervisor Email:</td>
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</table>

Notification 6: Prior Service
Tour: #1 – Completing the hiring process
Sent when: tour stop “prior service” complete
To: Agency HR Resource Account
Email Subject: Online Orientation - Prior Service Notice

Employee Name:
Employee Number:
Job Title:
Organization:
Effective Date:

This new employee provided the following information on the Prior Service Form.
1. Prior SERS member: <<Y / N>>
2. Prior commonwealth service: <<Y / N>>
3. Prior military service: <<Y / N>>

<<The bullets below will display if selected by the employee.>>
- Served in World War II (December 7, 1941 to September 2, 1945).
- Served in Korean War (June 25, 1950 to July 27, 1953).
• Served in Persian Gulf War (August 2, 1990 to August 31, 1991).
• Served in the War on Terrorism (September 11, 2001 to date determined by the Adjutant General, Department of Military and Veterans Affairs, pursuant to 51 Pa.C.S.7101).

This employee was notified to bring a copy of the DD-214 form to his/her agency HR office during the first 60 days of employment to request seniority credit if eligible. If the employee does not have the DD-214, the employee may contact you to discuss alternatives. If the employee fails to provide the required proof of service during the first 60 days of employment, neither the employee nor the union can claim credit for military service at a later date.

EMPLOYEE SIGNATURE
The employee’s electronic signature below certifies that the employee received and reviewed this notification of rights regarding eligibility for certain benefit entitlements.

Signature: [ name here ] Date: [ date ]

Notification 7: Start Reminder 1 to Employee
Tour: #1 – Completing the hiring process
Sent when: start date minus four days IF the employee has not completed tour stop “Your next steps”
To: Employee Home Email
CC: Employee Work Email
Email Subject: PA Online Orientation Reminder – New Employee Forms Required!

Dear <<EmployeeName>>,

You will be starting your new job very soon, and you need to complete your employment forms. Please login to the online orientation website to complete the required forms. If you don’t complete these forms before <<HireDate>>, your first pay may be delayed.

<<link here>>

• Open the site by selecting the link above or by visiting www.myHRonline.pa.gov and selecting “Online Orientation”
• If you haven’t started the online orientation yet, confirm or enter your login information
  o User ID: <<Personnel Number>>
  o Password: enter temporary password – the last four digits of your social security number followed immediately by the last two digits of your birth year (ex: 954078)
  o Organization: CofPA
• Create a new password by following the prompts
• From the home page, select the first tour to complete the hiring process

Notification 8: Tour 1 Start Reminder 1 to Supervisor
Tour: #1 – Completing the hiring process
Sent when: start date minus four days IF the employee has not completed tour stop “Your next steps”
To: Supervisor Work Email
CC: Agency HR Resource Account
Email Subject: Online Orientation - Employment Forms Needed in 4 Days

TO: <<Supervisor Name>> <<Supervisor Email>>
CC: <<Agency HR Office Email>>

RE: <<Employee Name>>, <<Personnel Number>>
Organization: <<Organization>>
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

Your new employee has not yet completed the required employment forms in the online orientation. A reminder was sent to your employee. This employee may need to complete the online orientation when he or she arrives to work on <<HireDate>>. Please set aside approximately one hour for your employee to complete the required online orientation.

NOTE: To avoid complications with employment eligibility and payroll processing, your new employee must complete the required forms in Tour 1 – Completing the Hiring Process > Before You Begin by the end of his or her first day of employment.

PA pennsylvania
Keep in mind that your participation in this new employee’s onboarding process is critical. Please ensure
that you and your employee are meeting these upcoming deadlines:

1. **Today**: You should have already completed the pre-hire section of the Supervisor Onboarding
   Checklist in preparation for your new employee.
2. **Day one**: Remember to have your new employee’s workspace ready and waiting!
3. **Day one**: Remind your new employee to complete the required forms in the online orientation, Tour 1
   - Completing the Hiring Process > Before You Begin folder.
4. **Day three**: Remind your new employee to complete the policy acknowledgements in the online
   orientation, Tour 1 – Completing the Hiring Process > Workplace Rules folder.
5. **Week one**: Complete the supervisory orientation in person with your new employee.
6. **Week one**: Confirm that your employee is scheduled for the agency orientation at your HR office.
7. **Day 14**: Remind your new employee to complete the online orientation, Tour 2 – Your Job with the
   Commonwealth.

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**Notification 9: Tour 1 Start Reminder 2 to Employee**

**Tour**: #1 – Completing the hiring process  
**Sent when**: start date plus one day **IF** Tour 1 not complete  
**To**: Employee Home Email  
**CC**: Employee Work Email  
**Email Subject**: PA Online Orientation, Tour 1 – Deadline Approaching!

Dear <<EmployeeName>>,

Welcome to the Commonwealth of Pennsylvania! We hope you’re enjoying your first days on the job. You
need to complete the first tour of the online orientation by **<<Tour 1-Deadline>>**.

If you have completed the required employment forms – great! Next, you’ll be reading through and
acknowledging a series of commonwealth workplace rules.

If you have **not** yet completed the required employment forms – these are critical. You must login and
**complete these forms today** to avoid any complications with your employment eligibility and your first
pay.

You can open the online orientation to begin or continue the first tour by opening this link.
**<<link here>>**

- Open the site by selecting the link above or by visiting www.myHRonline.pa.gov and selecting "Online
  Orientation"
- If you haven’t started the online orientation yet, confirm or enter your login information
  - User ID: **<<Personnel Number>>**
  - Password: enter temporary password – the last four digits of your social security
    number followed immediately by the last two digits of your birth year (ex: 954078)
  - Organization: CofPA
- Create a new password by following the prompts
- From the home page, select the first tour to complete the hiring process

---

**Notification 10: Tour 1 Start Reminder 2 to Supervisor**

**Tour**: #1 – Completing the hiring process  
**Sent when**: start date plus one day **IF** Tour 1 not complete  
**To**: Supervisor Work Email  
**CC**: Agency HR Resource Account  
**Email Subject**: Online Orientation - Tour 1 – Deadline Approaching

TO: <<Supervisor Name>>, <<Supervisor Email>>  
CC: <<Agency HR Office Email>>

RE: <<Employee Name>>, <<Personnel Number>>  
Organization: <<Organization>>  
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

Your new employee has not yet completed the first online orientation tour, which includes both required
employment forms and commonwealth policy acknowledgements. **You will need to ensure that your new employee completes this requirement by **<<T1-Deadline>>**. If your employee does not have
an email address listed above, please ensure your new employee receives notice of the deadline.
If your employee has not yet begun the tour, you may need to provide this employee with access to a commonwealth computer. You can refer to these instructions as outlined in the Supervisor Onboarding Handbook.

- Supervisor to provide access to an Internet-enabled computer
- Login with a guest account according to agency guidelines
- Open www.myHRonline.pa.gov and select “Online Orientation”
- Provide the login instructions to your employee
  - User ID: enter 8-digit employee number
  - Password: enter temporary password - the last four digits of employee’s social security number followed immediately by the last two digits of employee’s birth year (example: 954078)
  - Organization: CoF PA
- Direct your new employee to complete the first tour by <<Tour 1-Deadline>>
- As time allows, the employee can also continue with the second tour, which is required by <<Tour 2-Deadline>>

---

Notification 11: Tour 2 Start Reminder 1 to Employee
Tour: #2 – Your job with the commonwealth
Sent when: Tour 1 completed
To: Employee Home Email
CC: Employee Work Email
Email Subject: PA Online Orientation, Tour 2 - Requires Your Attention!

Dear <<Employee Name>>,

Thank you for completing the first tour of the online orientation. You must now complete Tour 2 – Your Job with the Commonwealth within the first two weeks of your employment. Please set aside approximately 2 hours to complete the second online orientation tour.

During this tour, you will:
- View a sample pay statement
- Learn more about commonwealth benefits... and any pending deadlines
- Familiarize yourself with time off procedures... before you need to use your absence benefits
- Get to know the compensation system
- Review training and development opportunities
- Discover where to find human resources support and employee assistance

Please login below to begin the second online orientation tour. You will need to complete this orientation by <<Tour 2-Deadline>>. After you begin the tour, you can save your progress, close the website and return at any time. Open the link below to get started.

<< link here >>
(If the hyperlink above is not available, simply visit www.myHRonline.state.pa.us and select “Online Orientation” to login.)

---

Notification 11A: AlertPA Notification
Sent when: Start date plus 7 days
To: Employee Home Email
CC: Employee Work Email
Email Subject: AlertPA Voluntary Notification System

Dear <<Employee Name>>,

We hope you’re enjoying your first days on the job and would like to make you aware of a valuable service called AlertPA. The AlertPA system is used to deliver important alerts and messages directly to subscribers through email or text messages to any electronic devices.

Examples of the types of alerts available include:
- Emergency and weather alerts
- Health notifications
- Tax notifications
- Building alerts, including closures or delays
• Capitol Police Emergency Messaging

There is no cost and participation is optional. You decide which notifications you wish to receive and where they are sent.

AlertPA is used to announce delays and closings for many state offices. The Capitol Police offer an Emergency Messaging System to provide notification if they are alerted about a crisis situation.

If you are interested in subscribing to this valuable service you can access additional details at https://alert.pa.gov.

Detailed instructions to enroll are provided at www.myWorkplace.state.pa.us > Home > Employment Policies & Procedures > Safety and Security > Instructions for Joining Alert PA

For login assistance or questions about AlertPA participation please refer to https://alert.pa.gov/support.php.

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**Notification 12: Tour 2 Start Reminder 2 to Employee**
**Tour:** #2 – Your job with the commonwealth  
**Sent when:** start date plus 15 days IF Tour 2 not complete  
**To:** Employee Home Email  
**CC:** Employee Work Email  
**Email Subject:** PA Online Orientation, Tour 2 - Deadline Overdue!

Dear <<EmployeeName>>,

We hope you’re enjoying your first weeks on the job. Although you completed the first tour of the online orientation, you’re not quite done yet! We need you to complete the second tour, which was due on <<Tour 2-Deadline>>.

During this tour, you will:
• View a sample pay statement  
• Learn more about commonwealth benefits... and any pending deadlines  
• Familiarize yourself with time off procedures... before you need to use your absence benefits  
• Get to know the compensation system  
• Review training and development opportunities  
• Discover where to find human resources support and employee assistance

You can open the online orientation to complete the second tour by opening the link below:

<<link here>>  
(If the hyperlink above is not available, simply visit www.myHRonline.pa.gov and select "Online Orientation" to login.)

---

**Notification 13: Tour 2 Start Reminder 2 to Supervisor**
**Tour:** #2 – Your job with the commonwealth  
**Sent when:** start date plus 15 days IF Tour 2 not complete  
**To:** Supervisor Work Email  
**CC:** Agency HR Resource Account  
**Email Subject:** Online Orientation - Tour 2 Overdue

TO: <<Supervisor Name>> <<Supervisor Email>>  
CC: <<Agency HR Office Email>>

RE: <<Employee Name>>, <<Personnel Number>>  
Organization: <<Organization>>  
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

Your new employee has not yet completed the second online orientation tour, which was due on <<Tour 2-Deadline>>. If your employee does not have an email address listed above, please ensure your new employee receives immediate notice of the deadline.

During the tour, your new employee will:
• View a sample pay statement
• Learn more about commonwealth benefits... and any pending deadlines
• Be introduced to leave procedures... before using his or her absence benefits
• Get to know the compensation system
• Review training and development opportunities
• Discover where to find human resources support and employee assistance

Notification 14: Post Hire-30 days to Employee
Tour: post hire
Sent when: start date plus 30 days
To: Employee Home Email
CC: Employee Work Email
Email Subject: New Employee Orientation Survey

Dear <<EmployeeName>>,

We hope that your first 30 days of employment with the commonwealth have been a positive experience for you.

To help us ensure a successful orientation experience, we are requesting that you complete a brief survey. The questions should take less than 10 minutes to complete, and the information will be used to improve the commonwealth’s orientation process for new employees.

Open the Employee Orientation Survey to begin.

In addition, we also want to remind you to review the information you’ve been provided about your benefits. Here are some common new employee activities related to your benefits elections that may apply to you.

- PEBTF-eligible employees:
  - Medical coverage (enroll or add dependents any time)
  - Get Healthy (save on your contribution if you act now)
- SERS beneficiary form (if you’re enrolled, don’t forget to return this)
- Optional insurances (if eligible, you can enroll during your first 60 days)
- Remember, you can learn more about your benefits online

Thank you for providing your feedback. We wish you much success in your career with the commonwealth!

Notification 15: Post Hire-30 days to Supervisor
Tour: post hire
Sent when: start date plus 30 days
To: Supervisor Work Email
CC: Agency HR Resource Account
Email Subject: Supervisor Orientation Survey

TO: <<Supervisor Name>> <<Supervisor Email>>
CC: <<Agency HR Office Email>>

RE: <<Employee Name>>, <<Personnel Number>>
Organization: <<Organization>>
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

This notice is to remind you that your new employee has completed his or her first 30 days of employment. We hope that this time has been a positive experience for you as the supervisor.

To help us ensure a successful orientation experience, we are requesting that you complete a brief survey. The questions should take less than 10 minutes to complete, and the information will be used to improve the commonwealth’s orientation process.

Open the Supervisor Orientation Survey to begin.

Thank you for providing your feedback. We wish you and your employee much success in your careers with the commonwealth.

Notification 16: Post hire-6 months to Employee
**Tour:** post hire  
**Sent when:** start date plus 180 days  
**To:** Employee Home Email  
**CC:** Employee Work Email  
**Email Subject:** New Employee Mid-Year Survey

Dear <<Employee Name>>,

This notice is to remind you that you are at the midpoint of your first year of employment with the commonwealth. We hope that this time has been a positive experience for you.

To help us ensure a positive new employee experience, we are requesting that you complete a brief survey. The questions should take less than 5 minutes to complete, and the information will be used to improve the commonwealth’s processes for orienting new employees.

Open the [New Employee Survey](#) to begin.

At this point, you may have additional benefits questions. You can learn more online or contact us with any questions.

- PEBTF-eligible employees – when you reach six months of employment:
  - Consider supplemental benefits (if enrolled in a medical plan, supplemental benefits are added automatically)
  - Be aware that the cost for family coverage changes (read more online)
- Designate your beneficiary for your commonwealth-provided life insurance policy (if eligible)
- Learn more about voluntary savings programs online (if eligible)

Thank you for providing your feedback. We wish you much success as you continue your career with the commonwealth!
Notification 17: Post hire-6 months to Supervisor
Tour: post hire
Sent when: start date plus 180 days
To: Supervisor Work Email
CC: Agency HR Resource Account
Email Subject: Supervisor Mid-Year Onboarding Survey

TO: <<Supervisor Name>> <<Supervisor Email>>
CC: <<Agency HR Office Email>>
RE: <<Employee Name>>, <<Personnel Number>>
Organization: <<Organization>>
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

This notice is to remind you that your new employee is at the midpoint of his or her first year of commonwealth employment. We hope that this time has been a positive experience for you as the supervisor.

To help us ensure that the onboarding experience has been successful so far, we are requesting that you complete a brief survey. The questions should take less than 5 minutes to complete, and the information will be used to improve the commonwealth’s onboarding process.

Open the Supervisor Onboarding Survey to begin.

Thank you for providing your feedback. We wish you and your employee much success in your careers with the commonwealth.

Notification 18: Post hire-12 months to Employee
Tour: post hire
Trigger: start date plus 335 days
To: Employee Home Email
CC: Employee Work Email
Email Subject: Congratulations! One Year of Service

Dear <<Employee Name>>,

Congratulations! Our records indicate that you are approaching one year of commonwealth employment and the closure of the new employee orientation process. We hope that this time with the commonwealth has been a positive experience for you.

Thank you for your service to the citizens of Pennsylvania. We wish you much success in your career with the commonwealth!

Notification 19: Post hire-12 months to Supervisor
Tour: post hire
Sent when: start date plus 335 days
To: Supervisor Work Email
CC: Agency HR Resource Account
Email Subject: New Employee One-Year Notice

TO: <<Supervisor Name>> <<Supervisor Email>>
CC: <<Agency HR Office Email>>
RE: <<Employee Name>>, <<Personnel Number>>
Organization: <<Organization>>
Employee email sent to: <<HomeEmail>>, <<WorkEmail>>

This notice is to remind you that your new employee is approaching one year of commonwealth employment and the closure of the onboarding process. We hope that this time has been a positive experience for you as the supervisor.

Thank you for the time and effort you have invested in developing your staff. You can find additional resources to help you manage your employees at www.myWorkplace.state.pa.us. We wish you and your employee much success as you continue your careers with the commonwealth.
Appendix E: Training Plan Tips

A key factor to ensuring the success of your new employees is developing a training plan that spans the first year of employment. To provide the best guidance, the training plan should be a written document and include the suggested order of completion of the training, as well as a timeline with completion dates. The training plan can be written in various formats, so consult your agency training officer to determine if your agency has a preferred template.

Suggestions to include in the training plan:

- **Mandatory Training Requirements**
  This includes any commonwealth mandatory training for new employees and agency specific mandatory training requirements. Examples include agency orientation, customer service training, and Continuity of Government courses.

- **Policy and procedural training**
  This may include training on office equipment, telephones, or other office/work location-specific policies.

- **Training related to job responsibilities**
  This includes any training related to the new employee’s job responsibilities. Possible suggestions to include are:
  - Formal trainings required for job certification
  - Job shadowing with another employee
  - Regularly scheduled on the job training
  - Reading manuals, policies, or other written material
  - Meetings with co-workers and/or other agency staff to orient to mission and responsibilities
  - Attending Keystone Academy for Learning classes or agency training
  - Out-service training

For more information on training and employee development, consult [www.myWorkplace.state.pa.us](http://www.myWorkplace.state.pa.us) or your agency training officer.
Appendix F: 
Onboarding Glossary

Annuitant - A commonwealth retiree or that person’s Designated Survivor (and certain Beneficiaries, when the amount owed the Beneficiary qualifies) who is receiving monthly Annuity payments. Former employees who are currently annuitants may be returned to commonwealth employment in accordance with Management Directive 515.20, Reemployment of Commonwealth Annuitants. (For purposes of this handbook, annuitant refers to the former employee.)

Agency - An administrative department, board, commission, or other agency.

Badging – The process to obtain a photo identification access badge, which is a card with an individual’s photograph, name, and department programmed to permit access through use of a card reader or a photo identification badge programmed to permit access through the use of a card reader.

Dual Employment - The hiring of an employee already on a payroll or on contract with the commonwealth, whether in a different agency, on a separate payroll or contract, or in a separate position in the same agency.

Employee Self Service (ESS) - The online system provided to commonwealth employees to perform a variety of personal and work-related activities. ESS is accessible from within the commonwealth network or from a home computer at www.myWorkplace.state.pa.us.

E-PAR (Enterprise Position/Personnel Action Request) - The process used to assist supervisors in requesting services from HR, as well as to facilitate the processing of SAP transactions within the HR Service Center.

Furloughee - An employee who is removed from his or her position because of lack of work or funds or for other operational reasons and who meets one of the following criteria: (a) Is on a furlough recall list as prescribed in the Civil Service Act or the appropriate labor agreement, (b) If not subject to the recall provisions of a labor agreement, has been furloughed within the past 36 months.

New Hire – An incoming employee who has had no prior commonwealth employment.

Non-Permanent Employee - An employee who is hired with the expectation of being in an active pay status for less than 12 consecutive months without the expectation of working on an annually recurring basis or who is hired with the expectation of being in an active pay status for less than 9 consecutive months on an annually recurring basis.

Onboarding - The process beginning during the pre-hire phase and extending through the first year of employment designed to integrate new employees to the commonwealth and to equip them to become successful and productive.

Onboarding Module (OBM) – An online system comprised of tours, forms, acknowledgments, workflows and notifications, as well as access to administrative tools and reports, designed to onboard incoming employees into commonwealth employment.

Orientation – A formal or informal session held with the employee where he or she is introduced to a variety of commonwealth, agency and local office information. Also:
Online orientation: collects required employee data and presents enterprise-wide policies, HR topics and benefits information during two required tours.

Agency orientation: establishes the agency’s mission, culture, values, policies, etc.

Supervisory orientation: introduces the employee to the work environment at the local level.

**Permanent Employee** - An employee who is hired with the expectation of being in an active pay status for more than 12 consecutive months or who is hired with the expectation of being in an active pay status from 9 to 12 consecutive months inclusive and with the expectation of working on an annually recurring basis.

**Prospective Hire** – An individual who has been offered and accepted employment with the commonwealth and has a prospective employment start date.

**Rehire** – An incoming employee who has prior commonwealth employment.

**Return from Furlough** – An employee who is returning to commonwealth employment after being furloughed.

**Salaried Position** - An authorized and individually identified group of duties and responsibilities assigned or delegated by competent authority that require the full-time or part-time employment of at least one person on a regularly scheduled basis for a period of time exceeding six months and is charged against the salaried complement for budgetary control purposes.

**Supervisor Self Service (SSS)** - See ESS above.

**Tour** – An online learning tutorial that integrates forms, media and informational content that should be completed sequentially by new employees.

**Transfer** - The movement of an employee from the jurisdiction of one appointing authority to another appointing authority. A transfer may occur in conjunction with a reassignment, promotion, or demotion.

**Wage Position** - An authorized and individually identified group of duties and responsibilities assigned or delegated by competent authority that require the full-time or part-time employment of one person on either: (a) A regular schedule for a limited duration of time. (b) An intermittent or irregular schedule without regard to the duration of the term of employment.
Appendix G:  
Supervisor Frequently Asked Questions

General Questions

Q. Why aren’t employees who undergo a change in employment condition, i.e. moving from a wage position to a salaried position or changing from non-permanent to permanent, included in the online orientation?

A. Employees in wage positions who are moved or hired into salaried positions, like Temporary Clerical Pool staff selected for permanent jobs, are treated as transfers for onboarding purposes. They should have participated in the online orientation when they were hired initially, so their onboarding experience will include the agency and supervisory orientations only. Processes for addressing employees who move from a non-permanent to a permanent status are also outside of the online orientation.

Q. Is the online orientation compatible with assistive technology?

A. No, not at this time. HR offices and/or supervisors should be prepared to seek an appropriate accommodation consistent with commonwealth and agency disability employment-related policies. Supervisors can request an alternate content print packet for these exceptional cases from your agency HR office.

Q. Can an employee be disciplined if he or she doesn’t complete the tours within standard timeframes?

A. It is not recommended that a new employee be disciplined specifically for not completing the tours within the expected time; however, supervisors should note if a pattern of poor performance develops and take appropriate corrective action.

Q. What do I do if the prospective hire calls me with questions while participating in the online orientation?

A. You may respond to his or her question if you are confident of the answer, refer him or her to the “Ask a Question” feature in the upper-right corner of the online orientation, or encourage him or her to contact the HR Service Center at 866.377.2672 for the most up-to-date information available.

Accessing and Participating in the Online Orientation

Q. How much time will it take my new employee to complete the tours?

A. Tour 1 average is 1 hour to complete. Tour 2 average is 2 hours to complete.

Q. How long will employees be able to access the online orientation after they have completed the tours?

A. 60 days
Q. What happens if the employee transfers to another position prior to completing the tours?

A. If an employee leaves the position through separation, promotion, demotion or transfer, the data that was captured through the online orientation will be archived and notifications will cease. If the individual remains employed by the commonwealth, he or she will not have the opportunity to return to the online orientation and the agency should ensure that the employee has acknowledged all commonwealth policies and is made aware of the information in tours.

Q. Will the online orientation be in languages other than English?

A. No, not at this time. Please follow your agency’s practice for acquiring an interpreter if the employee will be participating in the online orientation on site.

Q. How does a prospective hire or employee reset his or her password?

A. The HR Service Center will reset the password. The individual should contact the HR Service Center via the “Ask a Question” feature in the online orientation or by calling 866.377.2672.

Q. My employee did not complete the online orientation before his or her first day. How does he or she participate in the online orientation?

A. Depending on your agency’s practice, your employee can follow Tier 3 as described in the “Alternate Online Orientation Processes” section of the Supervisor’s Onboarding Handbook. A kiosk may be located at the HR office through which the employee can follow the online orientation, or another computer may be available at a closer field location.

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**Fill a Vacant Position**
Enterprise Position/Personnel Action Request (E-PAR)

Q. What should be included with the Fill a Vacant Position E-PAR for employees who will not participate in the online orientation because they are not new or are not being re-hired?

A. The process for filling vacancies through promotions, demotions and reassignments of current employees is not changing. You should follow your agency’s business process for launching the Fill a Vacant Position E-PAR, select the appropriate employee action (demotion, promotion, or reassignment) within the E-PAR, and provide any additional information or documents necessary for the HR Service Center to complete the transaction.

Q. The Fill a Vacant Position E-PAR may be used to request the filling of positions with non-commonwealth employees, such PA Conservation Corps, PA National Guard, health registrars, external persons, and volunteers. How will the E-PAR process change for these employee groups and subgroups?

A. Since holders of these positions are not considered commonwealth employees, they are excluded from the online orientation. However, the following forms should be completed by the individual and attached to the E-PAR: I9, W4, direct deposit form and emergency contact form. These can be found at www.myWorkplace.state.pa.us.
Supervisory Issues

Q. Must I complete the Supervisor’s Onboarding Checklist?

A. Yes. This checklist replaces Part II of the New Employee Orientation Check List and is one of your tools to successfully onboard your new employees. It should be completed, signed and returned to the HR office within the employee’s first week of employment for keeping in the employee’s Official Personnel File.

Q. Do I have to complete the Supervisor’s Onboarding Checklist for transfers from other agencies?

A. Yes. All employees who are new to an organization should be onboarded, even if they do not participate in the online orientation.

Q. I haven’t hired a new employee for a couple of years, and my new employee is starting soon. I could use some help with the onboarding process. Where can I go for additional information?

A. You can access the commonwealth’s learning management system to take onboarding training at any time and as often as you feel is necessary. In addition, the Supervisor’s Onboarding Handbook and Supervisor’s Onboarding Checklist are available in ESS at www.myWorkplace.state.pa.us. Lastly, within the new hire notice email will be a link to the Supervisor’s Onboarding Checklist so that you can begin onboarding your employee as soon as possible.
Appendix H:
Quick Guide for New Employees

Note: This is a sample. For the most up-to-date version, please access employee self service at www.myWorkplace.state.pa.us.

Welcome to the Commonwealth of Pennsylvania! In order to process your employment quickly and efficiently, the commonwealth has created an online orientation for your convenience. We'll send the orientation link to your personal email address shortly. We request that you complete the two tours of the online orientation by the deadlines listed below. Feel free to contact the HR Service Center at 866.377.2672, Monday through Friday from 7AM – 5PM, if you have any questions.

✔ Login & Technology Requirements

☐ Watch your personal email! Using the personal email address you provided to the hiring manager, we'll send you a welcome email that includes a link to the online orientation.
  
  ○ You’ll need a computer with Internet access. Supported browsers include Internet Explorer 7+, Safari 6+, the most recent stable versions of Firefox and Google Chrome.
  
  ○ You should download and install the free Adobe Reader if you don’t already have it.
  
  ○ You can add RA-HRSSC@enwisen.net and SSISnotifications@enwisen.net to your email’s address book to ensure our email arrives. These are unmonitored email accounts; please do not reply to the email notifications.

☐ After launching the online orientation, you’ll be asked to create a password.

  ○ Enter your temporary password – the last four digits of your social security number followed immediately by the last two digits of your birth year. Example: If the last four digits of your SSN are 9540 and your birth year is 1978, your temporary password would be 954078.

  ○ Create a new password by following the prompts.

☐ If you don’t receive the welcome email within one week, check your email’s junk or spam folder. If you can’t find the email, call the HR Service Center for help.
What if I don’t have a personal email address?

- It’s quick and simple to set up a personal email address – and it’s free! You can use any one of the many free email services available online.
- From your Internet browser search page, enter “How do I set up a free email account?”
- Select your preferred email provider from the search results.
- Follow the instructions provided to open your free email account.
- Remember to:
  - Create a favorite or bookmark the email provider’s website. You’ll return to this site to check your email.
  - Write down your email address, username (if different) and password.
  - Send your new personal email address to your hiring manager.

Documentation Required

- During the online orientation, you’ll need to complete these required employment forms: personal information, employment eligibility (I-9, Section 1), direct deposit, withholding tax, emergency contacts, work-related injuries, prior service and medical plan election.
- You will need to have the following items readily available to complete the I-9 form online. You are also required to bring the originals to your agency HR office for verification of your employment eligibility. Federal law requires that this original eligibility documentation is verified by your third day on the job.
  - U.S. Passport   -OR-
  - Driver’s License and Social Security Card
  - If you do not have any of these items, you can provide alternate documentation. From www.myHRonline.pa.govstate.pa.us > Forms > Talent Management  Forms, open the Form I-9, Instructions for Verification of Employment (page 8) to review the list of acceptable documents.
- In addition, you should gather the following information.
  - You’ll need your financial institution’s routing transit number and your bank account number (either checking or savings) to set up the direct deposit of your pay. Direct deposit is required for all commonwealth employees.
  - Gather the name, address and phone number of two individuals who should be reached in the event of an emergency.
  - If applicable, proof you paid either the Local Services Tax or the Occupational Privilege Tax for the current tax year.
  - If applicable, proof of any prior military service (DD-214).
  - If applicable, proof of any prior state service and/or Pennsylvania public school service.

Timeline Reminders

- Before your start date (Day 1): Complete the required forms in the online orientation, Tour 1 – Completing the Hiring Process > Before You Begin folder.
Day 3: Deadline to complete the required policy acknowledgements in the online orientation, Tour 1 – Completing the Hiring Process > Workplace Rules folder.

Day 14: Deadline to complete the required second tour of the online orientation, Tour 2 – Your Job with the Commonwealth.

**Additional Responsibilities**

- Your hiring manager should contact you to discuss your first day on the job. Feel free to contact him or her (or your agency HR office) with any questions before you arrive to work on your employment start date.

- Contact the HR Service Center if you need help with the online orientation or have questions about commonwealth benefits.

- Soon after you begin your job, you’ll receive mandatory training enrollment notifications; please complete these requirements by the established deadlines.

- You should also complete the new employee online surveys sent via email at 30 days and 6 months. This will allow us to continue improving the orientation process for future new employees.