

Soder, Paula

From: Soder, Paula
Sent: Monday, April 23, 2018 2:15 PM
To: Soder, Paula
Subject: ONBOARDING Solution Enhancements Deployed to Production

Greetings ONBOARDING Solution Users:

We are pleased to share with you that the following enhancements were published to production today.

- 1) W4 form updated to 2018 version.
- 2) Union references removed from disclosure of information statement (per Labor Relations request).
- 3) Date of Birth changed to a required field on W4.
- 4) Development of functionality to close a record manually – “finalize on paper”:
 - a. This option will be available once an offer has been accepted;
 - b. If you currently have open records you were not able to finalize via the ONBOARDING solution, and the process was completed on paper, you may return to the case to close it by selecting “finalized on paper”.
 - i. A free form text box is available to document notes/comments.
 - ii. The initiator receives an e-mail confirmation that the case was finalized on paper.
 - c. The documents completed through the ONBOARDING solution will be sent to iDocs; documents completed manually must be sent to Campus Payroll.



- 5) Copy of signed offer letter to initiator: Once the candidate accepts an offer of employment, the solution will deliver an e-mail to the initiator with a copy of the document.



- 6) Development of PPS entry sheet to facilitate PPS process:
 - a. This option will be available once the candidate has completed the core hire forms.



The following ONBOARDING Solution demo sessions are scheduled to take place in the HR Learning Center (Human Resources Office – TPCS Suite 265A). Registration will be available via the LMS in the next few days.

- May 3rd 2:00PM
- May 15th 2:00PM
- June 21st 2:00PM
- July 19th 2:00PM

You may also request a customized demo for your department by e-mail psoder@ucsd.edu.

If you have any questions, suggestions or need assistance, please don't hesitate to reach out.

With all best wishes,

Paula

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