

## ONBOARDING Solution Quick Reference

### Cancel

An ONBOARDING record can be canceled at any time between the Offer Letter being sent and prior to the In-Person Witness Ceremony. Once the Witness Ceremony is performed, the Campus ONBOARDING process is complete, and canceling is no longer an option.

Let us suppose you need to cancel an ONBOARDING record because after a new hire accepted the offer and completed the core campus hiring forms, they call to inform you that they received another offer of employment and will not be starting work at UC San Diego after all.

**Log on to the ONBOARDING Environment.** <https://crm.ucsd.edu/hr>

**Navigate to the Actions Tab. Choose “View Existing Onboardings” from the menu of selections.**

Onboarding Name	Hiring Supervisor Name	Department	HR Rep Name	Working Title	Title Code/Payroll Title	Created Date	Process Stage
O, Tosh	Kelly Aranaz	Kelly Aranaz			0747 - ACCOUNTANT PRN	3/30/2016	Completed
AAAAAAA, Test	afdf fadsf	Kelly Aranaz			0034 - SR VC RESTRICTED USE	6/13/2016	Record Created
Aaroon, Daeny	Jack Lance	Kelly Aranaz		Bus Analyst	0655 - BUS SYS ANL MGR 2	6/20/2016	Completed
Adams, Albert	Michael Yates	Michael Yates		Recruiter	7640 - EMPLOYMENT OFCR SR	2/25/2016	Offer Declined
Anderson, Abigail	Kelly Aranaz	Henry Deas		Manager	0010 - PROVOST EXEC VP ACAD AFFAIRS	6/13/2016	Campus Forms Sent
Appleseed, Johnny	Kelly Aranaz	Henry Deas			0100 - MGT PRG UNTTL	6/10/2016	Campus Forms Sent
Aranaz, Julie	Pearl Trinidad	Kelly Aranaz		Mr. Entertainment	6312 - PUBL EVENTS MGR SR	6/14/2016	Campus Forms Sent

**Using the alphabet search bar at the top, find the candidate record you need to cancel.**

Onboarding Name ↑	Hiring Supervisor Name	Department HR Rep Name	Working Title
fads, fdsf	fdasf fadsf	Martin Test	fadsf
Fell, Felli	Pearl Trinidad	Kelly Aranaz	Project Manager
Flower, Daisy	Pearl Trinidad	Barbara Angeletti	
Franz, Hanz	Kelly Aranaz	Kelly Aranaz	
Friday, Redo	K K	Kelly Aranaz	
Friday, T	K K	Kelly Aranaz	
Friday, Test	K K	Kelly Aranaz	
Frisco, Don	Pearl Trinidad	Barbara Angeletti	Technician

This is the screen that opens:

Select "Cancel Onboarding". This screen appears:

UCSD Onboarding Center / Cancel Onboarding

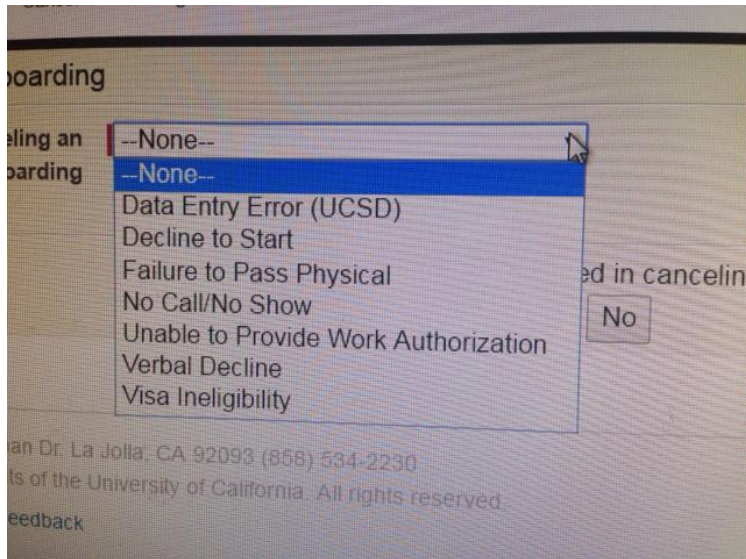
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**Reason for Canceling an Onboarding**

Reason for Canceling an Onboarding:

Do you want to proceed in cancelling this Onboarding?

Notice the drop-down selection for the reason for canceling this record. You will see specific reasons for the cancellation of the record. These are your options:



**Data Entry Error** – A Department Initiator entered wrong data into the Offer Letter and it was not caught while being previewed. Once the error is discovered, you need to cancel the offer and issue a corrected one.

**Decline to Start** – The new hire accepted the position, but sometime between that acceptance and their start date, they call to inform the HR rep that they will not be starting after all.

**Failure to Pass Physical** – New hire failed to pass the physical

**No Call/No Show** – New hire fails to report without any communication to the hiring department

**Unable to Provide Work Authorization** – I-9 verification cannot be done due to the lack of proper documentation

**Verbal Decline** – The new hire verbally indicates they will not accept the offer, and refuses to perform the Decline action that is necessary to stop the hiring process.

**Visa Ineligibility** – This selection is not yet valid. Once our solution covers foreign nationals, this will be a valid option.

**Central Office Super Users only will see two additional options:**

- **Failure to Disclose/Omissions/Background Check**
- **Loss of Funding**

**Choose the option that fits your particular situation. In our situation, the reason is Decline to Start.**

**Reason for Canceling an Onboarding**

Reason for Canceling an Onboarding Decline to Start ▼

Do you want to proceed in cancelling this Onboarding?



**Click Yes**

**\*\*CANCEL FUNCTION SHOULD ONLY BE USED WHEN THE REASON FOR CANCELING IS INTERNAL TO UC SAN DIEGO, i.e. the reasons outlined above.\*\***

**Remember, If a new hire will not accept salary or wants a different start date, they must Decline our Offer. Human Resources captures the reason for declinations, and the Decline Offer function requires new hires to enter their reason for declining. Any changes to an offer that are requested by the new hire must be done via the Decline functionality.**

**View Onboarding**

Process Stage	<span style="background-color: yellow;">Offer Rescinded</span>
Employee First Name	Flower
Employee Middle Name	N/A
Employee Last Name	Blossom
Employee ID	
AD User Name	

**Both Initiator and new hire receive e-mails stating that the offer has been rescinded.**

**The Account Creator receives an automated e-mail informing them to disable accounts that were provisioned for the new hire.**

**End of Process**