ONBOARDING

BEST PRACTICES

2025 - 2026

JMU

Human Resources

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ONBOARDING
MODEL

Training & Development
- On the job & compliance training
- Continuous check-ins and communication
- Talent Development and IT Training

Getting Started/System Access
- Employee receives Okta IT activation email
- Review new hire checklist with employee and introduce people, culture, & expectations

Hiring Paperwork
- Employee completes all hiring paperwork with HR before they begin working
- Onboard clears employee to begin working

ePAR
- Confer with HR Consultants about salary, contract, etc.
- Submit ePAR with all necessary documentation
- Submit at least two weeks prior to start date

ePAR

Before submitting an ePAR, ask yourself:

Do I have all of the necessary information?
- Confer with your HR Consultant to ensure the position type, salary, and contract (if applicable) is correct.
- Ensure you have all of your new hire's pertinent information to submit the ePAR (including **personal email** and phone number).

When is the new hire's start date?
- ePARs should be submitted at least **14 days** before the the expected start date. The **actual start date** (Adjunct and Instructional Faculty) is the first day an employee completes any work for the university. ePARs should never be submitted after the new hire has already begun working.

Do I have an alternate approver set up?
- In case you go out of the office while the ePAR is in process, ensure you have an alternate approver set up that can take action on the ePAR in your absence. Contact Rachel Sellers at sellerrj@jmu.edu to get one set up.

ELECTRONIC PERSONNEL ACTION REQUESTS (ePAR)

What are ePARs used for?

Hires:
- New employee to JMU
- Rehire to JMU
- Transfer (new department or new position in same department)
- Concurrent job for someone already employed (TNT, RNT, WAGE, adjunct, etc.)

Existing Job Changes:
- To edit the existing job of an active employee working in your dept. (job code, supervisor, working title, promotion/adjustment)
    - Administrative & Professional Faculty are on paper PAR with the salary adjustment form
- Contract extensions (must be done before the end date has passed and you must check the **"I need to extend this employee's contract"** box).

Employment Status Changes:
- Termination
- Suspension
- Retirement

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- LOAP
- Return from leave
- Recall from suspension

Supplemental Pay:
- Cellphone/internet stipend
- Degree attainment
- Student bonus
- Recognition Bonus (Instructional, A&P Faculty, & Adjunct)
    - Classified and wage must be submitted on the Employee Recognition Nomination Form
- Auto-stipends

Request to Recruit:
- Owned by Academic Affairs
- Used to recruit for full-time positions within Academic Affairs

STILL ON PAPER PARS

- IBA Requests (Classified & Wage)
- Summer school hires/rehires
- Classified competitive salary offers
- Corrections to previously submitted ePARs
- To stop a cell phone stipend
- Instructional faculty moving from a one-year term to a RTA or tenure in the same position number

ePAR ACCOUNT CODES

PART-TIME ACCOUNT CODES:

<u>Wage (114100)</u>

- Average of 29 hours a week (1,500 total) for measuring period 5/1 - 4/30
- Hours are tracked through JMU Time Entry System
- Hourly Pay
- Supervisor must be a full-time employee
- If pay is above minimum pay band the Pay Action Worksheet (PAW) on the ePAR must be filled out (see example)

IF YOU DO NOT KNOW IF THE PAY IS ABOVE MINIMUM PAY BAND, SELECT "YES" AND FILL OUT THE PAW.

<u>TNT (114530) – Temporary Part-Time Non-Teaching</u>

- Employees who are also full-time cannot be hired on a RNT, they must be hired on a TNT.
  - If they have a full-time job then TNT hours cannot be more than an additional 20 hours per week (60 hours combined with full-time job and TNT job).
- Supervisor listed should be supervisor of TNT job.

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- MOU is required if they do not have a full-time job. (MOU can be found on the HR website under forms – Temporary Non-Teaching Employee (TNT)).
- Cannot work more than 1,500 hours total for any part-time job during measuring period of 5/1 - 4/30.

RNT (112130) – Reoccurring Part-Time Non-Teaching
- Reoccurring job (must be hired as a TNT first even if you know job will be reoccurring)
- Only can be RNT in Academic Affairs Division
- Cannot be a full-time employee
- Cannot work more than 1,500 hours in the measuring period of 5/1 - 4/30
- Supervisor listed should be supervisor of RNT job
- MOU is required (MOU can be found on the HR website under forms- Reoccurring Non-Teaching Employee (RNT))

Adjunct (114500)
- Teaching a credited course
- Dates for Adjuncts:
  - Fall
    - 1st Block – 8/10/(year) – 10/9/(year)
    - 2nd Block – 10/10/(year) – 12/24/(year)
    - Full Semester – 8/10/(year) – 12/24/(year)
    - Academic Year – 8/10/(year) – 5/9/(year)
  - Spring
    - 3rd Block – 12/25/(year) – 3/9/(year)
    - 4th Block – 3/10/(year) – 5/9/(year)
    - Full Semester – 12/25/(year) – 5/9/(year)

- Contract terms would be left blank.
- Hours cannot be more than a cumulative 1,500 hours for the measuring period of 5/1 - 4/30.
- If you're bringing an employee back to teach in the spring semester who is currently working in the fall semester, do a contract extension (see example on how to do a contract extension below).
- Contract extensions MUST BE DONE before 12/24.

FULL-TIME ACCOUNT CODES

Classified (112300)
- If the salary is above the minimum pay band you will need to fill out the PAW.

A&P Faculty (112100)
- If salary is above minimum pay band you will need to fill out the PAW.
- Attach the Administrative & Professional (A&P) employment agreement to ePAR (this can be found on the HR website under forms).
- Make sure the job code and Class section match (see example).

IF JOB CODE IS FOR 12-MONTH, CLASS MUST ALSO BE FOR 12-MONTH. IF JOB CODE IS 10-MONTH, CLASS SHOULD BE 10-MONTH.

Instructional Faculty (112600)
- One Year Dates
  - 8/10/(year) – 8/9/(year)

***Contract dates may be different but ePAR dates are for the entire year, **unless** contract buy-up is taking place.
- RTA Dates
  - 8/10/(year) – no end date
- Tenure Dates
  - 8/10/(year) – no end date
- Job code and class must match. (See example)

IF JOB CODE IS FOR 10-MONTH THEN CLASS SHOULD BE MARKED ACADEMIC YEAR. IF JOB CODE IS FOR 12-MONTH THEN CLASS SHOULD INDICATE 12-MONTH.

- Contract Terms
  - If tenure-track is selected, the tenure dates are:
    - 10-month – 8/10/(tenure date)
    - 12-month – Any date, but preferably 10th of 25th of a month.
- Attach Instructional Faculty contract to ePAR (this can be found on the HR website under forms)

WHERE IS MY EPAR?

Navigate to…
- Department Self Serve
- ePAR Home Page
- View an ePAR

ePAR Employee History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Field	Operator	Value
Empl ID	begins with	
Empl Record	=	
eForm ID	begins with	50089
Name	begins with	
Effective Date	=	
Employee Group	begins with	
Workflow Form Type	begins with	
Department	begins with	
Workflow Form Status	=	
Original Operator	begins with	
Originated Date From	>=	
Originated Date Thru	<=	
Last Date From	>=	
Last Date Thru	<=	

☐ Case Sensitive

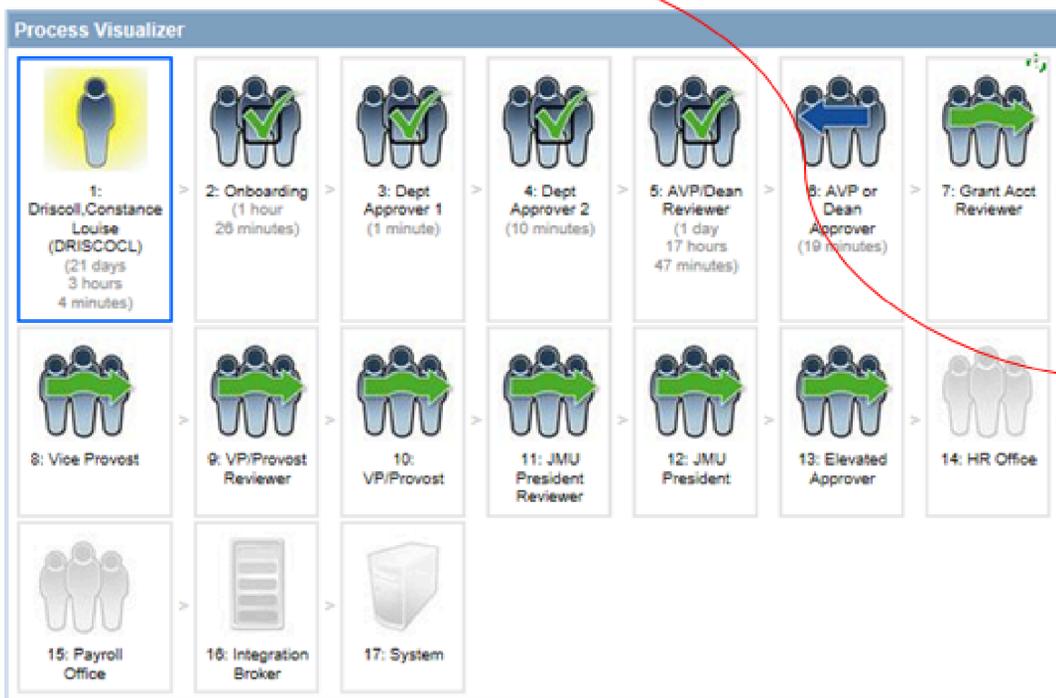Search   Clear   Basic Search   Save Search Criteria

YOU CAN SEARCH BY EFORM ID, NAME, OR EMPLOYEE ID.

- Once the ePAR has opened up, click "next" until you reach the last page.

The page displays a history of this form, including everyone that has signed it.

Form Information

eForm ID	50089	
Form Status	Pending	
Form Type	HIRE	Hire Form
Condition	NONSTDNT	NOT Students nor Grads
Next Approver		

Who can work this form?   Form Messages

Process Visualizer

1: Driscoll,Constance Louise (DRISCOCL) (21 days 3 hours 4 minutes)
2: Onboarding (1 hour 26 minutes)
3: Dept Approver 1 (1 minute)
4: Dept Approver 2 (10 minutes)
5: AVP/Dean Reviewer (1 day 17 hours 47 minutes)
6: AVP or Dean Approver (19 minutes)
7: Grant Acct Reviewer

8: Vice Provost
9: VP/Provost Reviewer
10: VP/Provost
11: JMU President Reviewer
12: JMU President
13: Elevated Approver
14: HR Office

15: Payroll Office
16: Integration Broker
17: System

GT eForm framework object

Current Form Worklist Items

DRISCOCL	Driscoll,Constance Louise	

Return

THIS PAGE WILL SHOW YOU WHERE THE EPAR IS, WHERE IT'S BEEN, AND HOW LONG IT SAT IN EACH QUEUE. YOU CAN CLICK ON "WHO CAN WORK THIS FORM?" TO SEE WHO IT IS CURRENTLY WITH.

- The Process Visualizer will also show all activity on that ePAR.

Transaction / Signature Log

	Current DateTime	Role Name	User ID	User Description	Action	Status
1	06/29/2018 11:16:18AM	GT Initiator			Hold	On Hold
2	07/13/2018 10:21:28AM	GT Initiator			Resubmit	Pending
3	07/13/2018 11:09:48AM	GT Onboard			Approve	Part Apprv
4	07/25/2018 4:43:09PM	GT Department Approver			Approve	Part Apprv
5	08/05/2018 10:00:26AM	GT Department Approver 2			Approve	Part Apprv
6	08/06/2018 9:15:30AM	GT AVP/Dean Reviewer			Approve	Part Apprv
7	08/06/2018 10:04:37AM	GT AVP/Dean			Approve	Part Apprv
8	08/06/2018 2:00:34PM	GT VP/Provost Reviewer			Approve	Part Apprv
9	08/07/2018 7:32:39AM	GT VP/Provost			Approve	Part Apprv
10	08/08/2018 9:38:12AM	GT HR Office			Hold	On Hold
11	08/08/2018 10:44:41AM	GT HR Office			Recycle	Pending
12	08/29/2018 1:49:01PM	GT Initiator			Resubmit	Pending
13	08/29/2018 3:15:21PM	GT Onboard			Approve	Part Apprv
14	08/29/2018 3:16:25PM	GT Department Approver			Approve	Part Apprv
15	08/29/2018 3:27:16PM	GT Department Approver 2			Approve	Part Apprv
16	08/31/2018 9:14:55AM	GT AVP/Dean Reviewer			Approve	Part Apprv
17	08/31/2018 9:33:56AM	GT AVP/Dean			Recycle	Pending

GOOD TO KNOW

Which documents need to be attached to hire ePARs?
- **Wage** – No document attachments required
- **Classified** - No document attachments required
- **Adjunct**– Adjunct contract required
- **TNT/RNT** – A TNT/RNT MOU (example can be found on the HR website)
- **Administrative & Professional Faculty** (A&P) – A&P contract
- **Instructional Faculty** – Either a FTA, RTA or TT contract depending on account code used

Should completed reference checks be attached to the ePAR?
- No, completed reference checks should be sent via email to jobs@jmu.edu.

What are the main reasons ePARs are recycled?
- Incorrect dates
- Incorrect working title
- Class and job code don't match
- Incorrect MOUs attached
- Incorrect account code used
- Unsigned documentation attached
- ACA hours over the limit

What is the ACA hours limitation?
- Part-time employees are limited to working 1,500 hours during the measuring period that runs from 5/1 - 4/30.

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How do I save an ePAR without submitting it?

- Use the hold button to save your work.

Miscellaneous:

- Anyone leaving the university in a full-time job cannot be brought back in a part-time job for six months.
- All approvers must have signature authority on an org to be added to security routings.
- Grants can be added to ePAR. Reach out to Rachel Sellers at sellerrj@jmu.edu to find out how.
- To change security routings, email the request to Rachel Sellers at sellerrj@jmu.edu.
- Requests to add someone to security routings in an approver's absence should be made at least three days in advance.

Questions, suggestions, or comments relating to the technical workings of the ePAR can be directed to Rachel Sellers, ePAR Coordinator, at sellerrj@jmu.edu or (540)-568-4997.

When to use ePAR vs. Paper PAR

Last Update Date: 10/18/2024

These actions are submitted on an ePAR*

Personnel Action Type	ePAR Form	Classified	A/P Fac	Instr Fac	Adjunct (not summer)	Wage	TNT	RNT	PTS	QNT
Temp Pay (instructional faculty 1 year) (classified and AP – 6 Months)	Supp	✓	✓	✓	n/a	n/a	n/a	n/a	n/a	n/a
Hire-new to JMU	Hire	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Rehire	Hire	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Transfer	Hire	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Terminate an employee	Status Change	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Place on leave	Status Change	✓	✓	✓	n/a	n/a	n/a	n/a	n/a	n/a
Return from leave	Status Change	✓	✓	✓	n/a	n/a	n/a	n/a	n/a	n/a
Salary change	Job Change	n/a	✓	✓	✓	n/a	✓	✓	n/a	n/a
Working title change	Job Change	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Reports-to/Supervisor change	Job Change	✓	✓	✓	✓	✓	✓	✓	n/a	n/a
Contract extension (extend term date)	Job Change	n/a	n/a	✓	✓	✓	✓	✓	n/a	n/a

These actions must be submitted on a paper PAR

IBA requests (classified, wage)
Hire, Rehire, Transfers for PTS or QNT
Summer school hire/rehire
Correction to previously submitted ePARs
Classified competitive salary offer
Recognition bonus (completed on Recognition Form)
AP Salary adjustments
Going from 1 year to RTA or TT in the same position

*If adjunct faculty employee is hired in fall and will be returning in spring, complete the Job Change form and do a data change/contract extension to extend their contract into spring.(if ePAR is not completed before end date, you will need to rehire them using the 'Hire Form')

*If one year Instructional Faculty member is being "rehired" on 8/25, complete a Job Change form and do a data change/contract extension to extend their contract for another year. (If ePAR is not completed before end date, you will need to rehire them using the 'Hire Form')

REFERENCES

Reference checks should be completed **before an offer is made** and submitted to HR directly after an offer is accepted. In the case that required references are not timely submitted for your hire, HR will request them from you.

How many references do I need for my hire?

New employee
- 3 professional references

Returning employee (more than one year since separation)
- 1 professional reference

Returning employee (less than one year since separation)
- 1 professional reference if there are no references on file with HR
- If there are completed references on file with HR from previous hire(s), no additional references are required. **However, we do recommend that one additional reference be completed.**

This applies to all Instructional Faculty, Adjunct Faculty, A&P Faculty, Classified, and wage hires. This also applies to student employees moving to wage employment. See Policy 1320 for more information.

REFERENCE QUESTIONS?

Leah Longo

Recruitment Assistant

longolh@jmu.edu

(540)-568-3982

ONBOARD

After you are sure you have all necessary information, submit the ePAR for your hire. ePARs should be submitted as soon as the offer is accepted, or **14 days before the start date**, whichever is earlier.

We understand that sometimes individuals are hired within a short time frame. In these cases, reach out to the Onboard Specialists immediately after submitting the ePAR so that we can complete the onboarding process before your hire starts. **Never allow a hire to begin working until the ePAR has been cleared by Onboard.**

ONBOARD SPECIALIST BREAKDOWN

Priscilla Jones, *Onboard Specialist*

Serves hires with last names beginning with **A-K**.
jones2ps@jmu.edu
(540)-56**8-3597**

Gage Kivlen, *Onboard Specialist*

Serves hires with last names beginning with **L-Z**.
kivlenga@jmu.edu
(540)-56**8-4473**

WHY IS ONBOARDING IMPORTANT?

According to SHRM, onboarding is the process by which new hires get adjusted to the social and performance aspects of their jobs quickly and smoothly, and learn the attitudes, knowledge, skills, and behaviors required to function effectively within an organization.

70% of new hires decide whether a job is the right fit within the first month.*

On average, companies have 44 days to influence a new hire's long-term retention.* **44 DAYS**

20% 20% of employees leave within 90 days of starting a job, meaning one in five people hired today will be gone in three months.**

*https://www.bamboohr.com/resources/data-at-work/data-stories/2023-onboarding-statistics#:~:text=70%25%20of%20new%20hires%20decide,offer%20within%20the%20first%20week.

**https://sprockets.ai/90-day-turnover/#:~:text=90%2Dday%20turnover%20refers%20to,%2C%20finances%2C%20and%20stress%20levels.

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What does effective onboarding look like?

- Effective onboarding provides clear expectations, outlines job responsibilities, and offers necessary training.
- A well-designed onboarding program facilitates connections with colleagues and supervisors.

Onboarding is a crucial opportunity to introduce new hires to an institution's mission, values, and overall culture. A poor onboarding experience can amplify existing issues within an organization.

COMMUNICATE Keep the employee in the know about their role, expectations, and performance.

ORIENT Align the employee to the university's and department's mission and culture, and encourage them to attend orientations and get involved.

TRAIN Set the employee up for success by providing necessary training and encouraging participation in professional development opportunities.

CHECK-IN Schedule regular one-on-one check-ins with the employee, be a resource, and keep the door open for constant communication.

LISTEN Communication is a two-way street. Always listen to what the employee has to say and do your part to assist them in reaching their highest potential.

What documentation do all hires need to have on file?

- **A compliant Form I-9:** A compliant Form I-9 means that the employee completed the I-9 on or before the date they began working and the information on the I-9 is correct.
  - If information on the I-9 is incorrect and/or the I-9 was completed after the employee began working, a new I-9 will need to be completed.
- **A completed background check**
- **A signed Policy Summary Acknowledgement**
- **A completed Selective Service Compliance Form** (males only)

New hires, and rehires that have been separated from the university for one year or more, will receive an email directing them to complete all of the above documentation, as well as schedule an appointment with HR Onboard to complete Section 2 of the I-9.

Rehires that have been separated from the university for less than one year and are found to be missing any of the required documentation will be contacted via email with directions on how to complete the outstanding forms.

Rehires that have been separated from the university for less than one year and have all necessary documentation on file will be cleared and will not be contacted by Onboard.

The ePAR initiator and supervisor are copied on onboard welcome emails. If the same welcome emails for your hire are coming in everyday, that indicates that they have been unresponsive. Assist us in encouraging them to complete the onboarding process!

LATE I-9

The Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States.

JMU Policy 1326 states that employees must have a valid I-9 on file before beginning work. All JMU employees must be authorized to work in the United States.

If an ePAR is submitted late and an employee begins working before Section 2 of the Form I-9 is completed, the hiring department may be penalized.

- Departments shall receive two warning letters. These letters are copied to the attention of the supervisor of the hire.
- After two warnings, the third and any subsequent letters shall be copied to the supervisor, reviewer, VP of area, and VP of Administration and Finance and the department shall receive a $100 fine per late Form I-9.

I-9s are subject to ICE and APA audit requirements. **If an I-9 is completed after an employee begins working, JMU can be fined up to $2,789 for just that one I-9.**

NEVER allow an employee to start working if they haven't been cleared by Onboard.

ePAR cleared by Onboard?
Your hire can get started!

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During the onboarding appointment...

- **The Onboard Specialist completes Section 2 of the new hire's Form I-9.**
    - The new hire must bring their original, physical identification documents to the appointment, as these are needed to complete the Form I-9. A list of acceptable I-9 documents can be found at jmu.edu/humanresources/_files/I-9information.pdf.
- **The Onboard Specialist provides information about:**
    - Benefits enrollment (full-time employees)
    - IT access (JMU email, eID)
    - Compliance Training
    - Parking at JMU
    - Obtaining a JACard
    - ACA hours (part-time employees)
    - MyMadison

REMOTE EMPLOYEE?

Employees can choose to attend their onboarding appointment in-person or virtually (via Teams), whichever suits them best! Employees can schedule their appointments through the Onboarding Guide on the HR website. This Onboarding Guide is also sent to all new employees and instructs them on how to complete the necessary onboarding tasks.

- Employee Information Form
- Form W-4 - Employee's Withholding Allowance Certificate
- Form VA-4 - Employee's Virginia Income Tax Withholding Certificate
- Direct Deposit Authorization Form
- Selective Service Compliance Form (males only)
- Policy Summary Acknowledgement

It is HR's responsibility to collect the above documentation. However, departments are responsible for collecting any department-specific paperwork from the employee.

How do I prepare my hire for their onboarding session?

- Tell your employee to look for an email from a member of HR Onboard with instructions regarding their onboarding tasks.
- Encourage them to complete all onboarding tasks, as well as schedule their onboarding appointment, as soon as possible.

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My hire just worked here last month, why is Onboarding requesting documentation from them?

When an employee returns to the university after having a break in service, HR is permitted to review their documentation and ensure all necessary hiring paperwork is on file at the time of rehire. If upon review it is found that an employee does not have all required documentation, HR must reach out to the hire to collect any outstanding paperwork. A break in service can be as little as one day.

Regulations may change from the time of initial hire to rehire, so it is Onboarding's job to ensure all current hiring requirements are met.

STOP
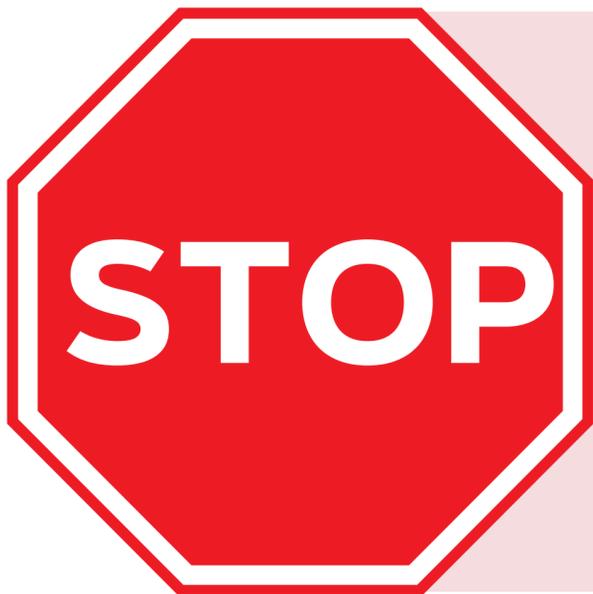
Employees may not begin working until they have completed the necessary steps of the onboarding process. If the ePAR has not been submitted yet and has not been approved by onboarding, **do not** allow your employee to start.

GO

If your new hire's ePAR has been cleared by Onboard, that indicates that they have completed the process and are permitted to begin working! Let's get them started!

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HIRING FOREIGN NATIONAL EMPLOYEES

If your hire is a foreign national that requires work authorization or visa sponsorship, please connect them with the **International Student & Scholar Services (ISSS)** office in the Center for Global Engagement (CGE) as soon as possible. As the employment authorization and visa process can be lengthy, it is important to connect your new foreign national hire with CGE-ISSS **as soon as they accept the offer and/or sign the contract**. If your foreign national hire does not have the necessary paperwork to show their authorization to work in the U.S. when their start date arrives, they will not be able to begin employment at JMU. Reach out to CGE-ISSS (isss@jmu.edu) or HR Onboard (onboard@jmu.edu) if you have any questions.

To be proactive, after your new hire accepts the offer, tell them that they will need to have documents that show both identity and eligibility to work in the U.S. in order to complete the Form I-9, one of the most important pieces of the onboarding process. If your hire indicates that they are in the process of attaining that documentation or need assistance with the process, connect them with ISSS immediately.

How will I know when my hire's ePAR has been cleared by Onboard?

After the hire completes the onboard process with all the necessary documentation, the Onboard Specialist will approve the ePAR. The ePAR initiator should receive an email from auto_notification@jmu.edu notifying them that the ePAR has been approved, which indicates that the employee is eligible to begin working.

EPAR COMMENTS

Ob; pw to be sent.
Onboarding has been completed and the tax and direct deposit information will be sent to Payroll.

Ob; no pw sent.
Onboarding has been completed and no documentation will be sent to Payroll. This typically happens when the employee is rehired less than a year from their last separation from JMU and payroll documents are still on file.

Please note that this employee began working without having received approval through JMU's onboard process...
If you receive this comment in your ePAR, you allowed your employee to start without clearance from Onboard first...that's a no-no.

SYSTEM ACCESS

How long does the onboarding process take?

The timeline for the onboarding process heavily depends upon how quickly the hire completes their onboarding tasks. Onboarding can be completed in one day or can take longer if the hire doesn't complete the onboarding tasks right away. As the work authorization attainment process can be lengthy, foreign national hires may have a prolonged onboarding timeline as they await their documents' arrival. Onboard cannot clear an employee until the hire has produced documentation showing that they are authorized to work in the U.S. for the Form I-9.

How long does it take for a new hire (non-teaching employees) to gain access to the system?

There is no established timeline for IT access to be granted after Onboard has cleared the ePAR. The ePAR must be fully processed before the employee gains access to the system. As the ePAR process relies upon clearance from Onboard, departmental approvers, the Human Resources Consultant team, and Payroll, the time to access being granted depends on how long it takes for those approvers to clear the form. It's important to encourage all departmental approvers to clear the form expeditiously to prevent unnecessary delays.

When do Instructional and Adjunct Faculty gain system access?

Unlike other hires, new Instructional and Adjunct Faculty gain access to their JMU eID, email, and Canvas upon ePAR initiation. It is important to urge incoming faculty not to engage in utilizing these systems until after onboarding has been completed. **Onboarding must still be completed on or before the first day of work.** This is especially important for foreign national hires that may be awaiting work authorization documents. If a foreign national hire begins working before they receive work authorization, they may put themselves in jeopardy of attaining U.S. work authorization at all. If onboarding is still incomplete for three days following the start date, faculty access will be shut off and will not be turned back on until the I-9 has been completed.

IT ACTIVATION

After the ePAR is fully executed, an IT activation email from **Okta** should automatically go to the new employee's personal email address. The employee should use the information in the that email to set up their JMU account.

The Okta email gives employees access to JMU email and MyMadison. Departments will need to request access to specific systems that are required to complete the job.

IT activation letter never arrived?
Email **helpdesk@jmu.edu**.

ORIENTATION

Designed to inform, engage, support, and retain newly hired JMU employees, **UConnect is JMU's year-long faculty and staff orientation program.** Made up of both events and programming that span employees' first year, UConnect allows employees to orient to JMU and its culture, ask questions and receive support, explore perks and benefits of being a JMU employee, and network with fellow new hires and presenters along the way.

FOUR FACETS OF UCONNECT

CONNECTIONS DAY - NEW HIRE ORIENTATION

The foundational orientation event for new hires' success at JMU, Connections Day allows new employees to learn about the mission and culture of JMU, discover the plenteous perks available as employees, and network with peers and presenters early on in their JMU journey.

THE WEEKLY WIRE

A short, weekly video series, the Weekly Wire highlights information and perks that employees should know about within their first year of employment. New employees are automatically subscribed to receive these videos; encourage them to watch them!

UCONNECT DAYBREAKS

Daybreaks are monthly sessions (excluding December) aimed at promoting exploration and engagement throughout areas of JMU that provide perks or services to employees, while encouraging continued connection.

ONE-YEAR CELEBRATION

The One Year Celebration concludes participation in the UConnect Program. The One Year Celebration is designed to celebrate employees' one-year anniversary, bring the UConnect program to close, and propel employees into longstanding and successful JMU careers. This event serves as our farewell, providing them the resources and knowledge so they can focus on growth and development into the rest of their JMU journey.

In addition to programming and events, the Onboard Specialists are available to assist employees and supervisors as they navigate the first year of employment by answering their questions, notifying them of events, and directing them to resources that can support and assist them!

QUESTIONS?

Email us at onboard@jmu.edu, call us at (540)-568-3597, or visit the UConnect website!

"I truly believe that **onboarding is an art**. Each new employee brings with them a potential to achieve and succeed. To lose the energy of a new hire through poor onboarding is an opportunity lost."

Sarah Wetzel

Director of Human Resources at Engage: BDR

JMU

Human Resources