

Instructions for reviewing and forwarding 3G forms through 3G Appointment process

Perceptive Content: SSC HR queue

1. PC: Review form and edit fields on 3G form as appropriate, utilizing HR/Pay and Advising Tool
 - **Check PC, BR, OB** for other appointments in workflow. If any exist coordinate with other HR Specialist
2. PC: Route forward **only if there are no current appointments in progress in BR or Onboarding**
3. Field logic in PC drives initial HR Status and BR Communication to student

New Employee + Not International + No EEID	= Acquire Background Check Funding
New Employee + International	= 3G Personal Action Form
EEID Exists + Employed as a G, Staff or Lecturer within the past year	= Background Check Funding Remains Blank Move to 3G Filed
EEID Exists + Employed as a Student Hourly or has not worked at KU in the past 12 months	= Acquire Background Check Funding

3G Form Action: Hire – New to KU, Rehire - Greater than One year between appointments

(Onboard Path = New Hire or Rehire Over 1 Year)

1. HRM: Loads file the morning after the SSC has routed the appointment to HRSSC Onboarding.
2. 3G – Background*
 - *Student receives email from employ@ku.edu to complete the Background Authorization Form.
 - Once student completes form HR status automatically updates to **Offer Accepted-Background Check Initiated** (HM is notified)**.
3. 3G – Personal Information*
 - *Student receives email from employ@ku.edu to complete the Personal Information Form.
 - Once student completes form, HR status automatically updates to **Offer Accepted** (HM Notified)**
4. Check Onboarding for other appointments in BR or Onboarding for applicant.
5. Update status **Offer Accepted> Prepare for Hire**
6. Audit HR/Pay Integration Form – enter start date
7. Update status **Ready for Hire and WAIT**
8. HR Status moves to **Ready for Onboarding** (HM notified)** when EEID is returned from HR/Pay
9. Candidate moves to Onboarding automatically and status updates to **Move to Onboarding**
10. PC: Route form forward in Perceptive Content from SSC BrassRing to SSC 2xO

3G Form Action: Rehire – Less than 6 months, Rehire – Greater than 6 months, but less than 1 year

(Onboard Path = Promotion/Transfer, Rehire Less than 1 Year)

1. 3G – Filed
2. **BR>2XO**: Form will automatically route through BR and into Onboarding by 10 am the morning **AFTER routing** forward from HR queue. Onboarding path has automatically prepopulated on the offer form.

Continued Steps for ALL APPOINTMENTS

1. 2XO: Student will receive welcome email once the appointment has moved into Onboarding
2. 2XO: WAIT while student completes Onboarding. PC: 3G form remains SSC HR 2XO queue. Escalate as appropriate if applicant does not complete tasks.
3. 2XO: When student has finished Onboarding, complete any additional onboarding steps as appropriate.
4. 2XO & PC: Complete Appointment Summary in Onboarding. Open 3G form in PC to find funding, supervisor, etc.
5. **WAIT** until you receive notification that student is keyed into HR/Pay.
6. BR: Update HR Status to **3G Hired** to allow for subsequent appointments if applicable.
7. PC: Update EEID on 3G form if needed and route forward from SSC 2XO queue to 3G Complete.

Instructions for 3G appointments through Brassring

Background check funding is filled out	= 3G - Background
Background check funding is blank AND Employee ID is NEW AND International is selected	= 3G - Personal Info
Background check funding is blank and EEID exists	= 3G Start → Straight to OB

3G Form Action: Hire – New to KU (International not Selected), Rehire – Greater than One Year

3G Background → Offer Accepted-Background Initiated → Prepare for Hire → Ready to Hire

→ Ready for Onboarding → Move to Onboarding → 3G Hired

3G Form Action: Hire – New to KU (International not Selected), Rehire – Greater than One Year

3G Background → Offer Accepted-Background Initiated → Prepare for Hire → Ready to Hire

→ Ready for Onboarding → Move to Onboarding → 3G Hired

3G Form Action: Rehire – Less than 6 months, Rehire- Greater than 6 months but less than 1 Year

3G Start → Ready for Onboarding → Move to Onboarding → 3G Hired

HR Status Definitions/ Guide

3G – Background > Communication is sent automatically at the time of BR upload to candidate to fill out the Background Authorization form.

3G – Personal Info > Communication is sent automatically at the time of BR upload to candidate to fill out the Personal Data form.

*** Offer Accepted >** Updated automatically once the candidate fills out the Personal Data Form

**** Prepare For Hire >** – Hiring Manager updates to this status AFTER either the Personal Info or Background form is filled out and status has moved to the 'Accepted' category. This pops up the HR/Pay integration form. Hiring Manager checks the form, saves it, and moves status forward to **Ready for Hire >** and STOPS.

**** Offer Accepted – Background check initiated >** updated automatically when candidate fills out Background Authorization form

Ready for Onboarding, **Candidate Form Posted**, and **Move to Onboarding** still happen automatically once the EEID is returned from HR Pay

3G – Hired > This status allows for student to be hired again through the “fast track” of 3G – Start for subsequent hires.