Responsible Party			Dept	SSC Fin/Res	SSC HR	HRM	*auto email*	Student	SSC HR	*auto email*	Student	*auto email*	Student	SSC HR	HRM
Image Now Queue			Dept	SSC Fin/Res	SSC HR 1	*form in transit*	SSC BrassRing	SSC BrassRing	SSC BrassRing	SSC 2XO	SSC 2XO	SSC 2XO	SSC 2XO	SSC 2XO	3G Complete
NEW or rehire > 1 year	Dept offers student position	Student accepts position	Dept initiates 3G Form	SSC Finance/Research review 3G form	SSC HR reviews 3G form	The day after SSC HR routes 3G form, 3G data is uploaded to 2XB by Sr Recruiter	Student sent auto email with link to BGC auth form or PIF	Student completes BGC auth form OR Personal Data form	SSC HR manually updates status in 2XB to trigger upload to 2XO	Student sent auto email with link to 2XO to complete onboarding docs & sign offer letter	Student completes docs in 2XO	Student sent auto email prompting them to meet with SSC HR and complete Form I-9	Student meets w/ SSC HR and completes Form I-9	SSC HR submits appt summary for keying	APPT KEYED – appears in HR Pay
Rehire 6 to 12 months	Dept offers student position	Student accepts position	Dept initiates 3G Form	SSC Finance/Research review 3G form	SSC HR reviews 3G form	The day after SSC HR routes 3G form, 3G data is uploaded to 2XB by Sr Recruiter	(Appt type skips BR queue – no action needed in BR)	---	---	Student sent automated email with link to 2XO to complete onboarding docs & sign offer letter	Student completes docs in 2XO	---	---	SSC HR submits appt summ. for keying	APPT KEYED – appears in HR Pay
Concurrent or rehire < 6 months	Dept offers student position	Student accepts position	Dept initiates 3G Form	SSC Finance/Research review 3G form	SSC HR reviews 3G form	The day after SSC HR routes 3G form, 3G data is uploaded to 2XB by Sr Recruiter	(Appt type skips BR queue – no action needed in BR)	---	---	Student sent automated email with link to 2XO to sign offer letter ONLY	Student completes docs in 2XO	---	---	SSC HR submits appt summ. for keying	APPT KEYED – appears in HR Pay
If problems happen during this stage or questions arise, they should be directed to:			Dept/ Grad Studies	SSC Fin/Res Power Users	SSC HR Manager – Power Users	Employ@ ku.edu	Employ@ ku.edu	Student/ Employ@ ku.edu	Employ@ ku.edu	hrappt@ ku.edu	Student/ hrappt@ ku.edu	hrappt@ ku.edu	hrappt@ ku.edu	hrappt@ ku.edu	hrappt@ ku.edu