Responsible Party			Dept	SSC Fin/AMS	HR Transactions	Talent Acquisition	*auto email*	Student	Talent Acquisition	*auto email*	Student	*auto email*	Student	HR OB'ing	HR
Perceptive Content Queue			Dept	SSC Fin/AMS	3G HR	*form in transit*	3G BrassRing	3G BrassRing	3G BrassRing	3G 2XO Onboarding	3G 2XO Onboarding	3G 2XO Onboarding	3G 2XO Onboarding	3G 2XO Onboarding	3G Complete
NEW or rehire > 1 year	Dept offers student position	Student accepts position	Dept initiates 3G Form	SSC Finance/ AMS 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	TA 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 HR OB'ing and complete Form I-9	Student meets w/ HR OB'ing and completes Form I-9	HR OB'ing 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/ AMS review 3G form	SSC HR reviews 3G form	The day after SSC HR routes 3G form, 3G data is uploaded to 2XO 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			HR OB'ing 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/ AMS review 3G form	SSC HR reviews 3G form	The day after HR routes 3G form, 3G data is uploaded to 2XO 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			HR OB'ing 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/AMS Power User	Hrtransactions @ku.edu	Hrrecruitment @ku.edu	Hrrecruitment @ku.edu	Hrrecruitment @ku.edu	Hrrecruitment @ku.edu	Kuhronboarding @ku.edu	Kuhronboarding @ku.edu	Kuhronboarding @ku.edu	Kuhronboarding @ku.edu	Kuhronboardi @ku.edu	hrappt ng @ku.edu