

SHORELINE COMMUNITY COLLEGE
Onboarding Checklist & FAQ's
NPE, Hourly, Student, & Work-Study Employees

DIRECTIONS: Supervisors are responsible for supporting their new hires in the completion of the tasks below.

Candidate completes NEOGOV application: [*INTERNAL ONLY* Temporary Hourly Positions \(H\)](#) found on the Shoreline website

Supervisor or Work-Study Specialist enters basic new hire information at this link:
<https://forms.office.com/r/dbkTrfuBtN>

- Employees first & last name
- ctcLink number
- Department & Direct supervisor (whoever will be approving time)
- Employee Type
- Etc.

HR initiates online onboarding

- Employees will receive a notification from NEOED Onboard to activate their account and begin their onboarding forms & tasks
- Supervisor will receive a notification that the employee has been assigned to a checklist
- ALL FORMS WILL BE COMPLETED ONLINE EXCEPT FOR FINAL SECTION OF I-9 which they will complete in the HR Office during scheduled times below

I-9 completed in person in the HR Office during the times below (no drop-ins):

- Tuesday mornings 10:00am-12:00pm
- Wednesday afternoons 2:30pm-4:30pm

Completing Personnel Action Form (“PA”) in NEOED Onboard

- Employee will complete section 1 of PA
- Supervisor will receive email notification to complete section 2 of PA
- Budget Office will receive email notification to provide combo code and approval
- HR will complete the form and enter the employee once ALL forms are completed

Social Security Card – REQUIRED FOR ALL EMPLOYEES PRIOR TO STARTING WORK

- If being used for I-9 documentation, we must see the original card
- If other docs are used for the I-9, uploading a photo/scan of the card in NEOED Onboard is sufficient
- Even if other documents are used for the I-9, a social security card is REQUIRED

Once all paperwork has been completed, a “Work Authorization” email from NEOED Onboard or the HR office (for work-study) will be sent to the employee and supervisor which will include:

- Date authorized to begin work
- CtcLink ID
- Time Reporting Code that should be used to record hours

Supervisors: For more detailed information on onboarding, completing supervisor tasks, requesting needed access, and viewing your employees’ progress, see “[Supervisor’s Guide to Onboarding](#)”.

NPE, Hourly, Student, & Work-study Employees: For information regarding your schedule, pay dates, timesheet deadlines, or time reporting questions please contact your supervisor. For other questions, please see the FAQ section of the “[Supervisor’s Guide to Onboarding](#)”.