

**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 enters the following information at this link: <https://forms.office.com/r/dbkTrfuBtN>
  - Employees first & last name
  - ctcLink number
  - Department
  - Direct supervisor (whoever will be approving time)
  - Position Title
  - Employee Type
- 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
- Completing Personal 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
- 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
- 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 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, & Workstudy Employees:** For information regarding your schedule, paydates, 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](#)”.