



Welcome to HR's Onboarding Overview

New Hire Onboarding

An introduction to onboarding new hires at Western
(this training is optional)

Human Resources

**BUSINESS &
FINANCIAL
AFFAIRS**



Welcome! Remote Meeting Tips:

- Please make sure your mic is muted
- We will pause for questions half-way through, please save your questions until then.
- Feel free to enable closed captioning if needed

Today's Topics

- We would like to stay on topic today and will be covering New Hire Paperwork and Onboarding info. only

Thank you!!!



Hiring vs. Onboarding from HR's Perspective

- Hiring (More detailed training to come)
 - Position Description
 - Requesting approval to recruit/hire
 - Page Up, PA
 - Recruiting
 - Interviews
 - Job offer
 - Contact hr.employment@wwu.edu with any hiring questions!
- Onboarding
 - New Hire Paperwork
 - Background checks
 - Account setup
 - Direct deposit, timesheets
 - Orientations

Getting Approval to Hire

- Please refer to the [FY 2025-26 Savings Strategies](#) for hiring authorization information
- This form is to be submitted for approval to hire all employee types paid via department funds (faculty, staff, department funded student employees)
 - <https://forms.office.com/r/GwJNCe3q8v>

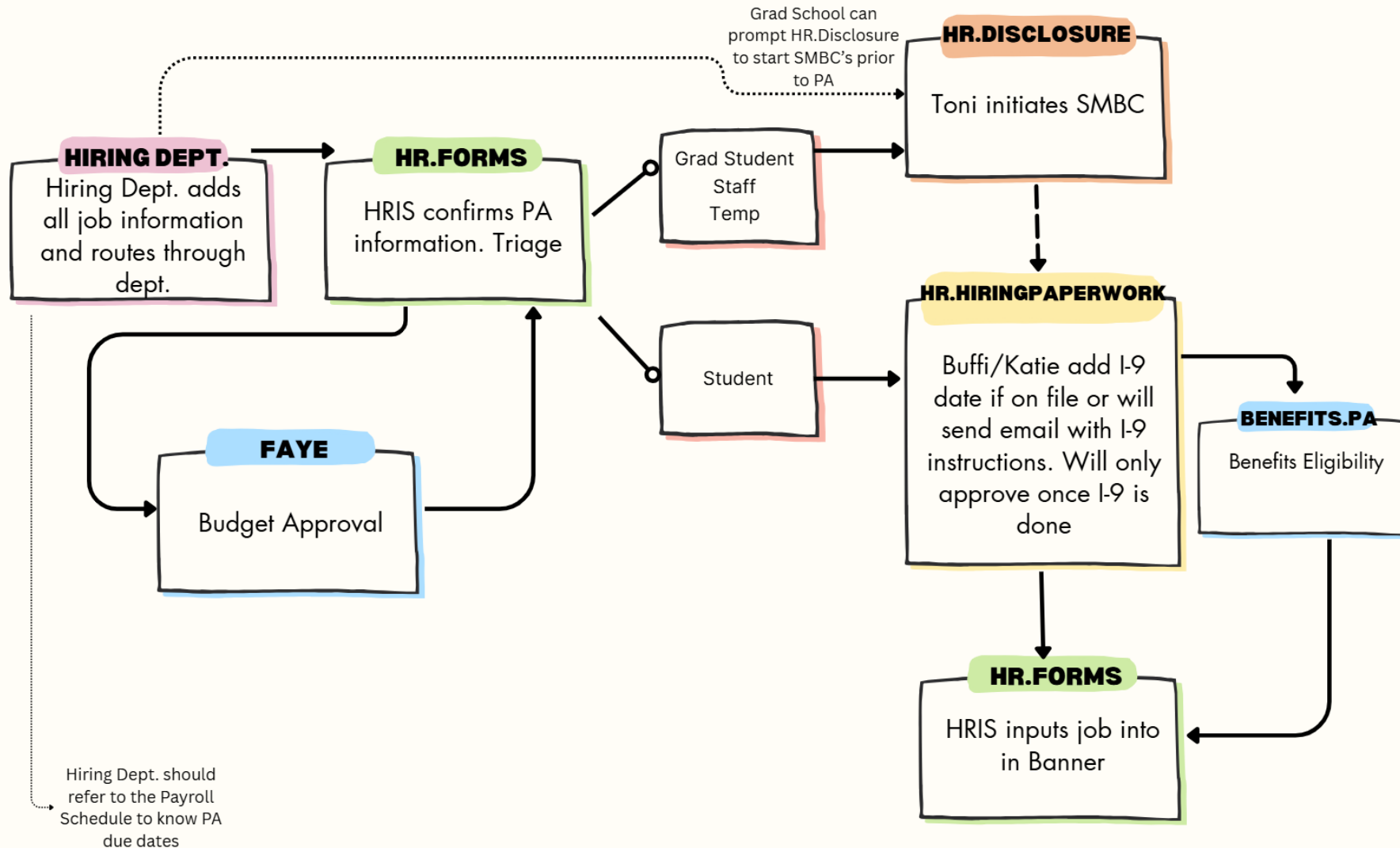
You've hired a new employee! Next Steps: Communication about paperwork

- **Page Up hires** - All Faculty, Staff and Associated Student positions
 - New employees can follow the Instructions via their onboarding task list
 - HR front desk reviews the list of Page Up hires daily. We will send emails with instructions to the new employee once their Page Up status is “online paperwork complete” (or about a month before start date)
 - Supervisors of Page Up hires do not need to worry about getting involved in this part of the process, we'll take care of it!
 - Faculty and staff should complete their paperwork at least **one week** before their start date to ensure they have access to Western systems on their first day.

Communication about paperwork

- PA/Student Hires
 - Occasionally temporary employees are setup via a Personnel Action Form (PA), but Page Up is preferred. Please contact [HR Employment](#) with any questions!
 - **Supervisors must let new hires know that they need to complete paperwork in person with HR. Be sure to refer new hires to HR before the quarter begins!**
 - You can distribute our [New Hire Paperwork Instructions](#) (PDF available on our website and in the Managers of Student Staff Teams group)
 - Once the PA routes to HR.HiringPaperwork, we check to see if they already have an I-9 on file. If not, we send an email with instructions.
 - Students hired during breaks: Please remind them to return to campus with their documents from home. Have your student come to HR in person with their documents when they arrive back on campus.

PA Routing (new hire PAs)



Helpful Reminders: Student Hiring Forms

Types of student hiring forms: to be submitted once you have approval to hire (dept. funded) and once employee has completed I-9 form/hiring paperwork with HR.

- **Page Up – for Associated Student positions only**
- **PA's (Personnel Action Forms).** This form https://esign.wvu.edu/forms/HR/pa_faculty9.aspx is used only for Grad student hires.
- **Student Employment Form.** This form https://esign.wvu.edu/forms/HR/student_empl_sal_grant_9.aspx is used only for **S1(student hourly) or S2 (student salaried) hires that are grant funded**
- **EPAF.** This form is completed via Web4U (Employee Tab, EPAF menu, New EPAF) is used only for student hourly (S1) and Work Study positions that are **NOT** grant funded. Before submitting an EPAF the student employee must have completed their I-9 and you must have a position number a suffix from student employment.
- [Web4U EPAF Training.pdf](#)
- [EPAF Status Cheat Sheet.pdf](#)
- **Reminder about EPAFs:** EPAF's will be disapproved if the 'effective date' is before the date the I-9 is received
 - It is easiest if the EPAF is submitted once the student confirms with you about the I-9
 - If an EPAF you have submitted is disapproved, there will be notes in the comments section of the EPAF.

Please contact [Tara Terry](#), HR Data Integrity Supervisor with any questions regarding the hiring forms above.

Supervisor Resources for Hiring Student Employees

- Student Employment is now overseen by Human Resources
 - Visit our new [Student Employment](#) webpage for more info. Re: hiring resources
 - Reach out to Joelle Pulver pulverj4@wwu.edu, Student Employee Labor Relations Partner with any questions.
- Contact the [Work Study Center](#) for question and info. regarding Work Study

Paperwork Instructions

Welcome to the Paperwork Party!

Paperwork instructions

- No appointment is needed with HR!
 - Humanities 203 : Winter quarter hours: M/F 12-4, T/W/TH 11:00 – 4:30. Finals week and Spring Break hours TBD, please just check in with HR@wwu.edu
- We have all the necessary forms in our office, no need for you to provide the documents ahead of time
 - We have found that if supervisors give forms to new hires, they may be outdated versions (forms are updated often), so please send your new employee directly to HR for the most current paperwork!

Alternatives to visiting our office

- Student employees need to visit HR in person to complete their hiring paperwork. If they are unable to visit HR prior to their start date, they can come in the morning they start working to complete their paperwork.
- Staff and faculty
 - There are a few WWU Outreach locations with WWU staff who have been trained to complete the I-9 (Renton, Everett, Poulsbo, Bremerton). Please contact [HR](#) if your new employee would like to be connected with one of these offices to schedule a time to complete their paperwork.
 - We no longer offer I-9 reciprocal processing at other universities due to too many errors
 - We will offer virtual appointments only to staff/faculty who do not live in Bellingham and will not be moving before their start date. This is up to the discretion of the HR Front Office.
 - ***Please have the employee reach out to us directly so we can coordinate**

What is the I-9?

- The Form I-9 is a federal requirement in which new employees provide documentation showing they are eligible to work in the U.S.
- The I-9 **MUST** be completed **PRIOR** to the employee's start date. They are not eligible to work if this form is not complete!



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No.1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ▼
ZIP Code		Date of Birth (mm/dd/yyyy)		U.S. Social Security Number	Employee's Email Address	
						Employee's Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.				Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):		
				<input type="checkbox"/> 1. A citizen of the United States		
				<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)		
				<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)		
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4., enter one of these:						
USCIS A-Number		OR		Form I-94 Admission Number	OR	
						Foreign Passport Number and Country of Issuance
Signature of Employee					Today's Date (mm/dd/yyyy)	

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

Document Title 1	List A	OR	List B	AND	List C
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

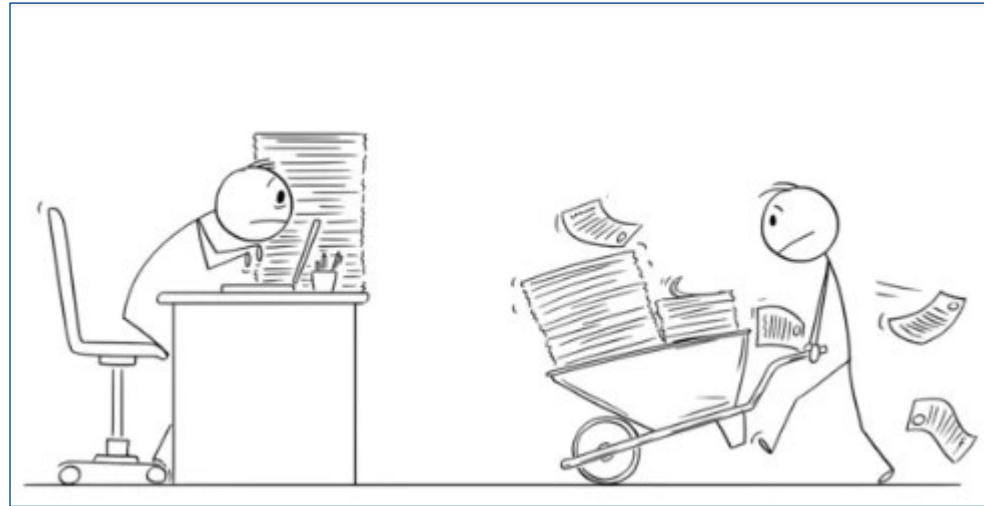
Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.			First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name Western Washington Universtiy		Employer's Business or Organization Address, City or Town, State, ZIP Code 516 High St, Bellingham, WA 98225	

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

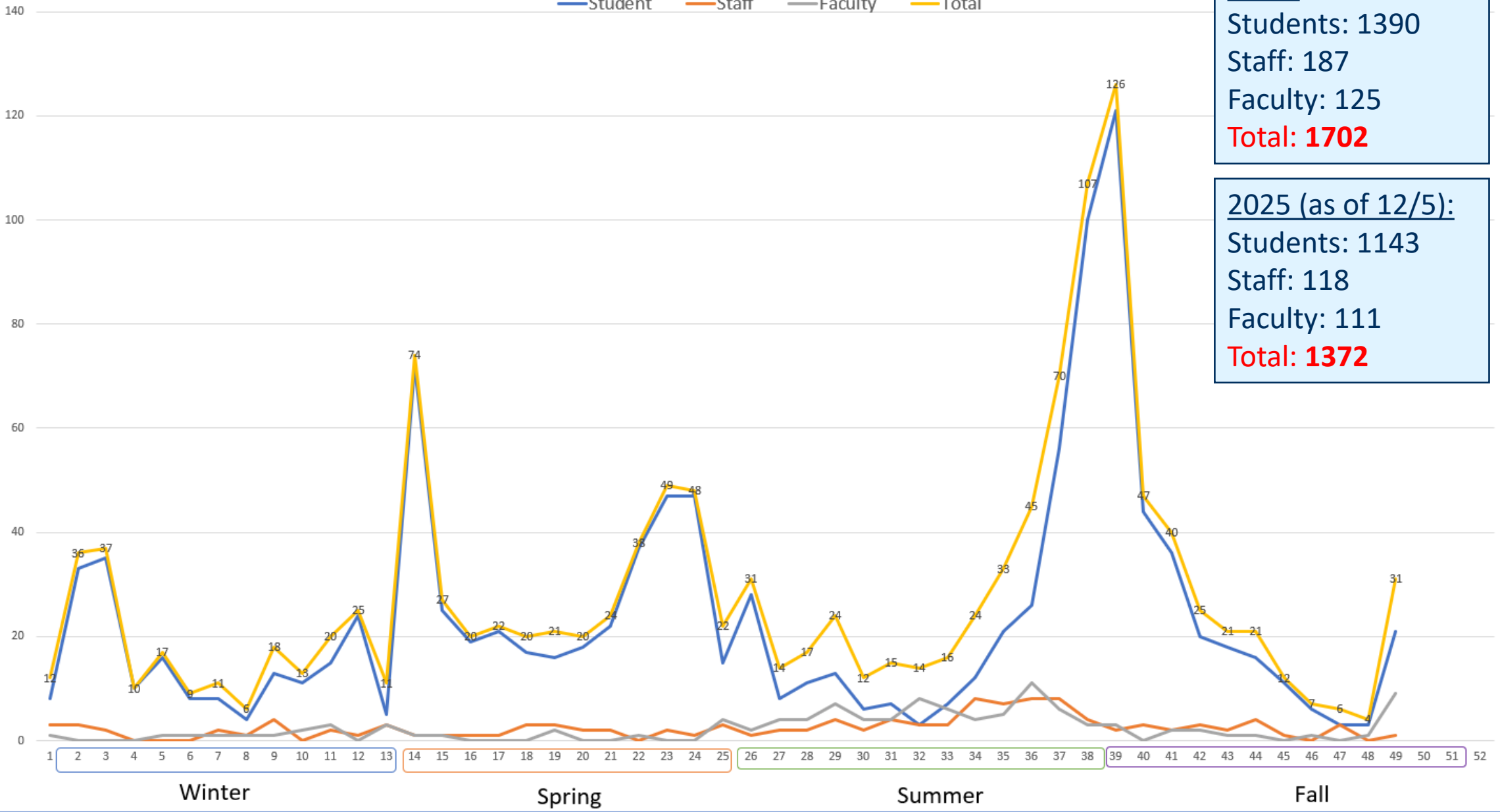
How many I-9's are completed with HR in a year?

Any guesses?



2025 I-9 Tracking

— Student — Staff — Faculty — Total



2024:
 Students: 1390
 Staff: 187
 Faculty: 125
Total: 1702

2025 (as of 12/5):
 Students: 1143
 Staff: 118
 Faculty: 111
Total: 1372

Acceptable Documents for the Form I-9

- Must present physical, original, unexpired documents. We cannot accept pictures or photocopies! Please see [List of Acceptable Documents](#) for details.
 - This is a common occurrence especially for student employees and we have to turn them away which delays their start date

You must have physical documents to complete the I-9. We cannot accept photos or photocopies		
Option 1: One Item from List A	Option 2: One item from List B + One item from List C	
List A	List B	List C
Passport or Passport Card Permanent Resident Card Employment Authorization Card	Driver's License State ID School Photo ID	Social Security Card Birth Certificate (Original or Certified Copy) US Citizen ID Card
International Employees	Voter Registration Card	Native American Tribal Document
Foreign Passport Work Authorization Document	US Military Card Native American Tribal Document	

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-170) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	AND	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

Is anyone exempt from the I-9?

- If a faculty member will be working entirely remotely from Canada, they do not need to complete an I-9
 - If you hire someone who will be working entirely remotely from Canada, please send an email to HR@wwu.edu so that we can add I-9 exempt to their hiring forms
 - If anything changes and the faculty starts working in WA, they will need to complete the I-9

What other paperwork do employees complete?

- When a new employee comes to our office they complete:
 - Form I-9
 - W-4
 - W-2 Electronic Consent (optional)
 - Criminal Conviction Verification (for employees who need a background check and are not hired via Page Up)
 - Faculty & Staff not hired via Page Up also complete
 - Benefits Eligibility Acknowledgement
 - Measles Immunity Policy Acknowledgement
 - DRS Retirement Status Verification Form

What do we tell employees they need to do now that the paperwork is done?

- When an employee completes the new hire paperwork, they are given a handout with the following information on next steps and FAQs
 - Let your supervisor know you have completed the paperwork
 - When to expect access to WWU systems and web4U/employee tab
 - How new employees will receive the information about their W#/email address
 - Getting paid
 - Setting up Direct Deposit and FAQs
 - Payroll Card FAQs
 - Pay periods, pay days, and timesheets (plus what to do if you forget to turn in a timesheet)

ESE Appointment Letters

- Appointment letters are required for hiring each new ESE
- These letters do not need to be signed/verified by HR
 - Appointment letter templates have been updated, please see the supervisor templates to make sure you are using the new version that does not have the HR signature box

Background Checks – what's the difference?

- Sexual Misconduct Background Check (SMBC)
 - Completed prior to making offer of employment
 - HR.Disclosure will reach out to new employee to initiate process
 - Completed for new staff, faculty, grad students
 - <https://hr.wwu.edu/sexual-misconduct-background-checks>
 - Contact HR.Disclosure@wwu.edu for questions
- Criminal Conviction Verification (CCV)
 - Completed for new staff, faculty, grad students
 - Student employees who will be working with minors or handling money *see next slide for details*

Background Checks for Students

- If you are hiring student positions that require a background check (i.e. those handling money, or working one-on-one with children), **please give your student the Criminal Conviction Verification (CCV)** form, once they have returned the completed form to you, please submit the form directly to HR@wwu.edu
- The HR front office does not have a way to know which students need background checks done. Having the supervisor submit the form directly to HR ensures the check is completed correctly
- If you have a large group of students to hire, it may be easier to track CCV's and I-9 completion for your group by using a shared Teams spreadsheet with HR. Please reach out to HR for more info.
- The CCV form has recently been updated. Please reach out to HR@wwu.edu for the most recent version.

A scenic view of a university campus. In the foreground, several large, mature trees with vibrant yellow and green leaves stand prominently. To the left, a multi-story brick building with arched windows is partially visible. The middle ground features a well-maintained green lawn with a few smaller trees, including one with bright pink blossoms. The background shows more campus buildings under a clear, bright blue sky. The overall atmosphere is bright and sunny, suggesting a pleasant day on campus.

Questions so far?

Next Steps: Submitting Job Info and Account Creation

New Account Creation Process

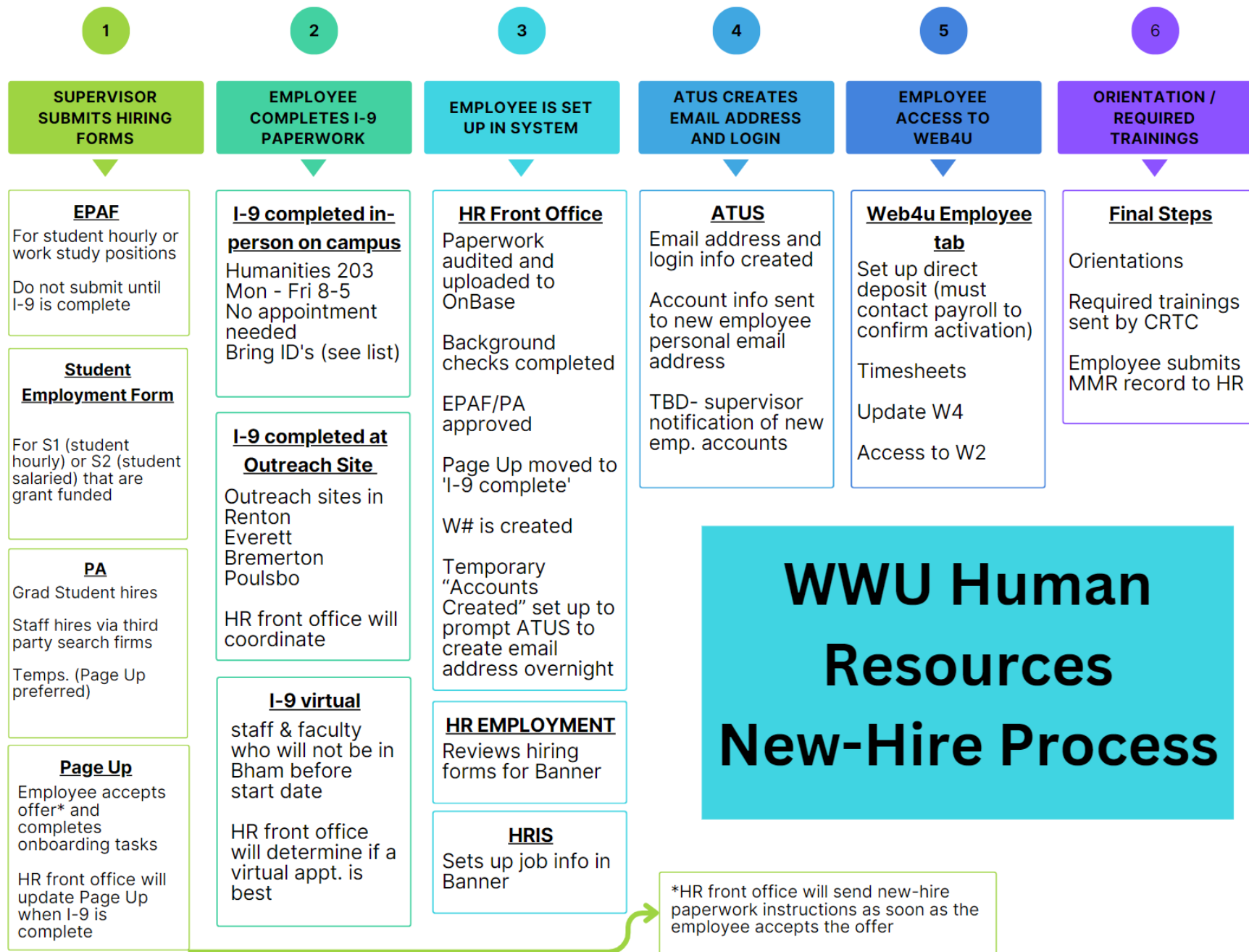
- We have a new process that allows us to create accounts for new and returning staff/faculty MUCH faster!
 - This is for new staff/faculty, not students as they already have Western accounts
- When an I-9 is submitted we will create or reactivate a W# and set up a temporary employee account in Banner.
 - This will prompt ATUS to create or reactivate an email address overnight.
- Once the email address is created, the employee will receive their account information to their personal email address from ATUS, if you do not receive an email, you can locate your new employee info. [here](#).

Helpful Reminders

- HRIS will prioritize entering jobs into Banner based on start date, not I-9 completion date.
 - For example, someone could complete their I-9 in June but they don't start until the fall, their job would not be entered in Banner until closer to the start date
- Employees might not have access to the Employee Tab on Web4U (for timesheet access and direct deposit enrollment) until after they start working.
 - Supervisors should contact HR@wwu.edu if their employee does not have access before the end of their first pay period

Supervisor Follow-Up

- Student hires: Please make sure you have submitted a hiring form for your new student employee.
 - Not submitting a hiring form will cause delays in your employees first paycheck
- Once your employee is fully setup in Banner, please be sure to follow up with these important reminders. You can visit our new [Student Employment](#) webpage for more info!
 - Direct Deposit setup via Web4U (Note: employees will need to call payroll to confirm they signed up for direct deposit, they need leave a voice mail with their: name, W# and bank name. They will not receive a return call).
 - Time sheets: ensure they're able to access their timesheet and know the steps to complete by the end of each pay period
 - We often see issues with student employees who did not setup their payment option in a timely manner, which then causes delays in getting paid



Required Orientations/Trainings: Faculty/Staff

Visit our [Required Trainings](#) Page for more info.

New Employee Quick Start – Getting the Basics: Benefits, Payroll and More

All new permanent employees will be sent an invitation to this orientation which takes place over Zoom. Employees get the opportunity to ask questions to both Benefits and Payroll representatives.

New Employee Orientation – University Onboarding

All new permanent employees will be sent an invitation to a session of New Employee Orientation (NEO) which takes place over Zoom. NEO is required for all new permanent staff and is optional for temporary staff and faculty. Even if NEO is not required for your position, it is a great resource available to introduce you to the culture, history, and mission of Western.

Staff will be invited to orientations; supervisors should contact HR.Onboarding@wwu.edu if the employee has not been invited within a week of their start date. Faculty will be invited to Faculty Orientation which takes place in the Fall

Supervisor Quick Start in Canvas

If you will be supervising others in your new role, you will need to complete the [Supervisor Quick Start Training in Canvas](#). The supervisor quick start includes modules such as Labor Relations, Hiring, FMLA/Disability, and Performance Evaluations. HR also offers [Payroll Approver Training](#) for those who supervise employees. You can sign up through the [Learning Library](#).

Required CRTC Trainings

Instructions will be sent to your Western email address for completing required [required prevention trainings](#). These trainings are delivered online and must be completed within 45 days of your initial assignment. If you have any questions regarding the prevention trainings, please contact the office of Civil Rights and Title IX Compliance: (360) 650-2307 or crtc@wwu.edu.

Information Security Quick Start

Policy: <https://policy.wwu.edu/POL-U3000.07-Securing-Information-Systems>

Training: <https://www.instructure.com/enroll/T79PCB>

Required Orientations: Student Employees

New Student Employee Orientation

ESE students are required to attend one session of the student employee orientations. Sessions are open to all new student employees. Please visit our webpage for more info.

<https://hr.wvu.edu/student-employee-resources>

Required Prevention Training for Employees and Student Employees

Instructions will be sent to your Western email address for completing [required prevention trainings](#). These trainings are delivered online and must be completed within 45 days of your initial assignment. If you have any questions regarding the prevention trainings, please contact the office of Civil Rights and Title IX Compliance: (360) 650-2307 or crtc@wvu.edu.

DEI Training for New Employees and Student Employees

New employees are also required to complete a series of 3 [required DEI training modules](#), also delivered online through the same online learning platform that is used for the above required prevention trainings. If you have any questions regarding the DEI trainings, please contact the office of Civil Rights and Title IX Compliance: (360) 650-2307 or crtc@wvu.edu.

Information Security Quick Start

Policy: <https://policy.wvu.edu/POL-U3000.07-Securing-Information-Systems>

Training: <https://www.instructure.com/enroll/T79PCB>

Resources for supervisors

- If your department hires a lot of students at once, we would be happy to coordinate a time for one of us to come to you on campus to complete the paperwork as a group
- [Onboarding Checklist for Supervisors](#) (Feel free to download via Teams to save to your computer and customize to fit your department needs)
- [Onboarding Resources](#)
- [Student Employment Website](#)
- [Payroll Approver Training](#)
- [Onboarding Information for Supervisors](#)
- [Leaving Western](#) Offboarding webpage and process
- *Managers of Student Staff* (search for group in Teams) and request to join!

Upcoming HR Trainings!

Coming soon!

- Additional HR trainings for supervisors
- Please visit our [HR Trainings](#) webpage for current info. We will also send out communications once these trainings are available.
- Handshake Training (for anyone who will be posting student jobs)!
 - Please see our [HR Trainings](#) webpage for dates/times/links
- Please visit the [Student Employment](#) webpage for New Student Employee Orientation info.

Who to contact with questions

- WAWU Union, ESE, Student Employment please contact: [Joelle Pulver](#)
- Payroll please contact HR.Payroll@wwu.edu
- Page Up question please contact hr.employment@wwu.edu
- EPAF/PA questions contact HRIS@wwu.edu
- Benefits/Retirement contact hr.benefits@wwu.edu
- For general questions or if you aren't sure who to contact, please email HR@wwu.edu

Thank you!!!

Reminders!

- If you are hiring new student employees Spring or Fall quarters, please remind them to bring their acceptable documents back from break! Visit our [New Hire Paperwork](#) instructions page.
- Offboarding – visit HR's new [Leaving Western](#) page for guidance on steps to take when an employee is departing or transferring from Western.

A scenic view of a university campus. The foreground is dominated by several large, mature trees with vibrant yellow and green foliage, suggesting early spring. A paved walkway with black lampposts runs through the scene. In the background, a large, multi-story brick building with arched windows is visible on the left, and another building with a flat roof is in the center. The sky is a clear, bright blue. The overall atmosphere is bright and sunny.

Questions?



Thank You

Feedback is welcome!

Contact us at

HR.Onboarding@wwu.edu