

## NANCE NEW HIRE ONBOARDING PROCESS

The Dean's office will have you complete a Personal Profile Sheet, which they will submit to the Business Office, along with the NANCE PAS sheet.

You will receive TWO "Welcome E-mail's" sent to the e-mail address listed on the Personal Profile form, these e-mails are from the same e-mail address but contain different information:

- One is generated by the Business Office and includes the I-9 required documents list, TB test information, On-line Application instructions, and other important information.
- One is generated from our New Hire Onboarding Service (Equifax) and contains the remainder of the forms you need to complete, some of the forms from this site you will need to print and bring with you to your final processing appointment.

Once you complete all forms from the second e-mail, the Business Office will receive an automatic notice you have completed the required documents on-line. This will prompt the Business Office to send you an e-mail inviting you for your final processing appointment. You will need to bring all documents listed on the final processing e-mail to include your original, unexpired, documents for your I-9 verification.

It is important that you read and follow all instructions to avoid delay in your start date.

You may not begin working until your supervisor has been notified by the Business Office that you have been cleared by District HR to begin working.

If you have any questions you may contact the Miramar Business Office at 619-388-7815.