

Important Information

All new hires are expected to attend HR & ILS' Day 1 Onboarding (D1O) on their first day. This session starts at 8:30am and runs for approximately 3 hours. During this time new employees gain access to their email and network accounts, finalize employment documents, and are escorted to Campus Safety to pick up their ID and any requested keys. If attending D1O is not possible for this employee – please contact Dana Bosse at dbosse@bates.edu prior to submitting this form.

Employee Information

Legal First Name & Last Name: Please provide legal names whenever possible.

Was this position posted through PageUp? If yes, a great many of the following fields will disappear, as they were previously completed in the request to fill.

Start/Effective Date: As mentioned in the “important information” section, each employee is expected to attend Day 1 Onboarding (D1O) on their first day. D1O sessions are offered every other Monday*, in accordance with the beginning of each biweekly pay cycle.

*Monday holidays may impact cycle – be sure to check the Personnel Action Due Date Calendar

Seasonal/Temp Work: Seasonal employees are those that do not work year-round but whose schedules are not determined by the academic year. These employees return season after season. Temporary employees are those hired on a short-term basis, with their employment ending after the temporary agreement concludes. Both of these types of positions require close monitoring by HR.

Expected End Date: This field is required for any seasonal or temporary work. Note that providing an end date here does not avoid the need for completing an End of Employment form at the end of their seasonal/temporary work.

Will this person be expected to drive Bates vehicles?: All individuals who drive Bates vehicles need to have their driving history checked.

Personal Phone/Email: The new hire's contact information so that HR may reach out to them regarding their employment offer.

Is this individual a minor: While Bates does employ minors, the hiring process is slightly different if the individual is under 18 years of age.

Additional Agreements: If there are additional payments or agreements that should be included in the new employee's offer letter, please list them here.

** examples include: days off, sign-on bonuses, moving expenses, cell phone stipend, etc.

If this individual needs an interpreter or ADA accommodations, provide details: In order to support new employees with language barriers and who need ADA accommodations, HR can coordinate needs as needed to ensure success at the D1O session.

Position Information

Reminder: If you said “yes” that this position was posted on PageUp, many of these fields will deactivate.

Job Title: The official title of the position – should match the requisition, position description, etc.

Department: What department will the employee be working in?

Campus Address: Where are they located on campus? Building name and room number are appreciated if applicable.

Campus Phone (for directory): What number should be in the directory to contact this employee? Note that all Zoom numbers are issued by the IT Service Desk, which can be requested through their website.

Standard Schedule: This information helps HR determine benefit and leave categories. Do not exclude breaks from weeks per year. Note that Per Diem/On Call is an “as needed” employee and does not have a set schedule

Individual responsible for timesheet approvals and performance reviews: Who is responsible for approving the employee’s Garnet Gateway timesheet and the employee’s annual performance review?

Remote Work: If an employee is working remotely, HR needs to know where they are working from in order to report taxes for the correct state. Any work done outside of the state of Maine must be approved by Payroll.

Frequency of Pay: Is the employee paid on a monthly or biweekly basis?

Hourly: What is the hourly rate of the employee?

Annual Salary: What is the annual salary of the employee?

Fund and Org: What is the budget funding information for this position? You can view a list of [Labor Orgs here](#).

Supervisory Role Information

Will this individual supervise... If yes to any of these questions, you will be asked to attach a list of people the employee will oversee.

** Please include names and Bates ID numbers in your attached list. There is a link to a template.

** HR does not need to know who approves timesheets in the Kronos system.

Supervisor Acknowledgement

Comments/Etc: If you have further information to add, please do so here.

Supervisor Signature: Make sure to verify your email after submitting the form to ensure HR receives it and can begin processing your request.

Attachments: If you have any additional attachments to provide, please do so here.