**Completes EAF and Sends to ORIS and OBFS
- Advancement setup of Email, Computer and Access to ORA Applications

**Send New Employee Packet Electronically for return in 2 days

Employee Returns Employment Information

**Enter Information in EDB to Obtain Employee ID#

- Prepare Building Access, Keys, Phone, Name Plate, and Access to Campus Systems

**Schedule Orientation on Start Date

Arrange On-Boarding and Unit Specific Orientation

* Doug Padley, Human Resources Manager: Send New Employee Packet upon receipt of accepted offer letter.

** Ingrid Bermeo, Personnel/Payroll Specialist: EDB set-up and employee orientation. Complete and route EAF.

EAF = Employee Action Form

Last Updated: 07/03/2012