Onboarding System Final Agency Alignment Meeting

July 27, 2021

Agenda

1. Benefits of an Enterprise Onboarding System
2. Misconceptions
3. Overview of Key Functionality
4. Common Questions
5. Key Activities Dates
6. Standard Onboarding Forms
7. Agency Go-Live Checklist
8. Integrations
9. What's Left?
10. Questions?

Benefits of an Enterprise Onboarding System

1. One standardized platform.

2. Onboarding is integrated with the People First recruiting and PAR processes.

3. Lower cost of ownership for the State and no added cost to the agencies.

4. Reduces administrative burden on agency human resource and technology staff, allowing staff to work on other agency priority items.

5. Reduces dependencies on paper-based processes.

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Misconceptions

- Does not replace agency staff.

- Does not replace human touch points.

- Does not increase agency administrative burden or cost (in fact, may allow agencies to redirect funds and resources to other agency priorities).

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Overview of Key Functionality

- Onboarding portal allows new employees to start engaging pre-day 1 to complete required employment forms.

- Comprehensive listing of onboarding forms, including standard and agency unique forms.

- Forms will be in an electronic format, reducing (or eliminating) the need for paper forms!

- Automation of the I-9 and E-Verify processes.

- Integration with the People First PAR process to create the draft PAR for new hires.

- Ability to track new employees' onboarding progress.

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Common Questions

- Our agency has agency unique onboarding forms, will those be included?
  - Yes. Agency specific forms can be included.

- How will forms that have to be notarized be handled?
  - Notary requirements must continue to be addressed by the agency.

- Will standard forms like the I-9 be included?
  - Yes. Standard forms will be included.

- Does the new hire have to apply for a vacancy to use the People First Onboarding solution?
  - No. There will be a process to initiate Onboarding without initiating from recruiting.

- Will Onboarding include an electronic offer letter?
  - No. Electronic offer letter is being added within Recruiting. Onboarding would be initiated following the offer acceptance process, if used.

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Common Questions (continued)

- Does this replace the agency personnel files?
  - No. Each agency remains responsible for maintaining employee personnel files.

- Can the completed forms be sent back to the agency's electronic personnel file?
  - Integration options are still being reviewed. Agencies will have the ability to download completed PDF forms separately for each new hire.

- Will this process open tickets with our agency desktop support team to assign hardware (e.g., computer, phone) and create agency access?
  - No. As each agency has a separate ticketing system and separate active directory, this is not included.

- Will background screening results be included in the onboarding process?
  - No. Background results cannot be incorporated due to each agency having a different process.

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Key Activity Dates

✓ 11/18/15 - People First Next Generation Contract signed (included initial Onboarding requirements)

✓ 05/20/2020 – 08/25/2020 - DMS attended six agency Onboarding demos

✓ 08/21/2020 - Agency survey to better understand current onboarding processes

✓ 11/17/2020 - Initial agency alignment meeting (target audience - agency Human Resource Officers (HROs) and HR practitioners)

✓ 12/22/2020 – People First Next Generation Amended & Restated Contract and Contract Renewal Signed

✓ 03/01/2021 - Second agency alignment meeting

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Key Activity Dates (continued)

✓ 11/09/2020 – 05/14/2021 - System configuration and DMS Testing

✓ 12/15/2020 – 04/30/2021 - Agency focus group meetings (7-agencies participating)

✓ 05/20/2021 - Third agency alignment meeting

✓ 06/18/2021 - Initial agency Go-live Readiness Checklist due to DMS

✓ 06/21/2021 – 07/09/2021 - Agency user-acceptance testing

✓ 07/22/2021 – 07/30/2021 - DMS-led classroom training

✓ 07/27/2021 (today!) - Final agency alignment meeting

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Key Activity Dates (continued)

- 07/23/2021 – 08/13/2021 - Agency-led communication and training

- 07/30/2021 - Final agency Go-live Readiness Checklist due to DMS

- 08/16/2021 - Go-Live

- 08/16/2021 – 08/20/2021 - DMS/NGA hyper care support

- 08/16/2021 – 08/27/2021 - DMS-led Help Sessions

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Standard Onboarding Forms
(All agencies use the same forms)

- I-9
- EEO/Military/Disability
- W-4
- Public Records Exemption
- Retirement Verification Form
- Oath of Loyalty
- Notice of Prior State Service
- Workers Compensation Form
- Emergency Contact
- Outside Employment
- Dual Employment
- Federal Insurance Required Notices

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Agency Go-Live Checklist – Part II

Agency Onboarding Go-Live Readiness Checklist
Phase II - Due July 30, 2021

Purpose: To provide the State of Florida agencies a concise list of critical activities for use in completing agency readiness activities prior to the People First Onboarding implementation in August 2021. Dates are subject to change.

User Acceptance Testing (UAT)	Due Date	Completed By (Initials)
Attend UAT Session	June 21 – July 9	
Communications	**Due Date**	**Completed By (Initials)**
Communicate to impacted staff that the new Onboarding system is coming	July 5	
Attend Final Human Resource (HR) Alignment Meeting	July 27	
Training	**Due Date**	**Completed By (Initials)**
Register for Department of Management Services (DMS) led - Agency HR Training Session	July 13 – 21	
Attend DMS led - Agency HR Training Session	July 22 – 30	
Conduct Agency Training	July 23 – Aug 13	
Go-Live Readiness	**Due Date**	**Completed By (Initials)**
Register for Agency HR Help Sessions (optional)	August 2 – 16	
Attend Agency HR Help Session (optional)	August 16 – 27	

Agency Readiness Certification — Due July 30, 2021
Signing below attests that your agency has completed all activities (as well as any additional items your agency deems necessary) that are due on or before **July 30, 2021**, in preparation of the People First Onboarding implementation. If the agency has not completed agency readiness activities, the certification indicates that the agency has an established process to ensure all activities are completed by 5 p.m. EST on **July 30, 2021.**

_____

Signature   Title   Date   Agency

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PAR and I-9 Integration

- Information collected during the onboarding process can only be integrated to People First if you choose to create a draft PAR.

- If the draft PAR is not selected, the information entered by the new employee will have to be manually entered.

- If the draft PAR is not selected, the validation of I-9 will still occur, but the information will not be integrated to People First.

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What's Left?

- Complete training sessions.

- Submit Go-Live Readiness Checklist.

- Finalize and publish FAQ.

- Complete agency led communication and training.

- Conduct go-live cutover activities.

- Manage hyper care.

- Host help sessions.

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Questions?

Thank You!

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