

Good afternoon, Nonexempt Staff!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

Show More

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Staff Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert
Lincoln Financial Group	Health Equity	Fidelity	+	

Onboarding - Employee

This is an overview meant to acquaint you with the Employee Onboarding process.

BlueSky Help

1/8 Click 'Me'

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2/8 Click 'Onboarding'

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BlueSky Help

- 1 Preboard
- 2 Onboard
- 3 Survey

0% Required Tasks Completed

0/19

Tasks to Finish

3/8

Here you will have a list of all the tasks you will need to complete as a new employee at DePaul.

This overview will show you how to navigate the process, and then you will be able to complete each task on your own.

Note: Onboarding tasks should be completed within your first week of starting.

Click 'Next' to continue.

<p>Due By 11/19/2020</p> <p>REQUIRED</p> <p>Complete Mandatory DCFS Form</p> <p>Onboard</p>	<p>REQUIRED</p> <p>Add Emergency Contacts and Dependents</p> <p>Onboard</p>	<p>REQUIRED</p> <p>Attend In-Person New Employee Orientation (NEO)</p> <p>Onboard</p>	<p>REQUIRED</p> <p>Complete Affordable Care Act Consent</p> <p>Onboard</p>
<p>REQUIRED</p> <p>Complete General Compliance Training</p> <p>Onboard</p>	<p>REQUIRED</p> <p>Complete New Hire Feedback Survey</p> <p>Survey</p>	<p>REQUIRED</p> <p>Complete Online New Employee Orientation and Acknowledge Policies</p> <p>Onboard</p>	<p>REQUIRED</p> <p>Complete Tax Withholding Form (W4)</p> <p>Onboard</p>

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- 2 Onboard
- 3 Survey

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0/19

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Click on the first task available to you so we can explore this screen.


This section will give you instructions on how to complete this task. It will also provide any links you need to visit or files you need to download to complete the process. Click 'Next' to continue.

Complete Actions

Notes

Please download and complete the Illinois Department of Children and Family Services (DCFS) Acknowledgement of Mandated Reporter Status Form, save the document, and upload the document in the "Attachments" section.

Contact Information:
 HR Central
HRCentral@depaul.edu
 312-362-7505

DCFS NEW Fillable (Cloud).pdf  Miscellaneous

DCFS NEW Fillable (Cloud).pdf (110.29 KB)

Attachments



Complete Mandatory DCFS Form

Nonexempt Staff

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DCFS NEW Fillable (Cloud).pdf Download

DCFS NEW Fillable (Cloud).pdf (110.29 KB)

Miscellaneous

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This section will allow you to upload any attachments needed to complete the task.

Click 'Next' to continue.

Attachments

< NS Complete Mandatory DCFS Form Complete Actions Nonexempt Staff

718 x
If you had completed this task, you would click 'Complete' to the right to remove it from your checklist.
Since this is an overview, click the **Back Arrow** to learn more about onboarding.

Notes ^

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Miscellaneous

Attachments ∨

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0% Required Tasks Completed

0/19

Tasks to Finish

8/8

Go from box to box and complete all of the tasks below to get set up for success. Once you complete a task, it will move to a "Completed" box below this list for your reference.

Click 'Next' to conclude.

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You have completed this task.