OAA Faculty Onboarding to Create Personnel Records

Please complete the checklist below to activate your Emory University employee record in PeopleSoft.

☐ **Compliance:**
  - All official transcripts (including degrees issued by Emory University) must be sent **from the issuing academic institution, Attention: Jyldyz Ismailova-Hughes** via email to (jyldyz.hughes@emory.edu) or mailed to 1520 Clifton Road, Room 406, Atlanta, GA 30322.
  - If you are a nurse, email a copy of your nursing license to **Jyldyz Ismailova-Hughes** (jyldyz.hughes@emory.edu)
  - Complete the Confidential Data Form (will be emailed to you).
  - Upload copies of your I-9 documents. See page two for a list of acceptable 1-9 documents.
    ➢ OCCP Department Faculty (recruited by Shannah Lowe/Keisa Grant)
      ▪ **You will also need to schedule an appointment with the OCCP Department Administrators, Shannah Lowe** (shannah.lowe@emory.edu) **or Keisa Grant** (keisa.wilson@emory.edu) **to show proof of I-9 documents**.
    ➢ OAA Department Faculty (recruited by Kim Jones/Laura Kimble)
      ▪ **You will also need to schedule an appointment with Jyldyz Ismailova-Hughes** (jyldyz.hughes@emory.edu) **to show proof of I-9 documents.**

☐ **iCIMs tasks:** Complete the 15 standard HR tasks (i.e., completing your W-4, direct deposit, etc.) requested in the iCIMs email prompt.

☐ **Background check:** You will receive an email from Hire Right (see screenshot below). Hire Right is an Emory University approved vendor that conducts all background checks for new Emory University employees. Click the blue "Login" button and complete the prompts.