

Onboarding RF Employees Process Checklist

Onboarding an employee requires several steps, from initial posting of the position to final onboarding. The checklist below will assist researchers in the process, not only identifying the steps, but allowing department personnel to provide complete packages to HR.

Please note that hiring personnel is contingent on having an active RF award*.

Department/Program:

- Prepare and complete a Personnel Requisition (P-10) form. Submit to RF HR.
 - Things to consider:
 - 1) if the position is for a specific timeframe (i.e. no more than 1 year, 6 months, etc. – this must be clearly identified in the posting)
 - 2) NYC and NYS law requires a salary range to be included in the posting. Please refer back to your grant application to ensure the salary range falls within what was proposed and/or any allowability to re-budget internally if applicable.
 - 3) Full-time RF employees work 37.5 hours a week; 7.5 hours/day and 5 days/week. If you are looking to hire p/t, you'll have to base that schedule according to this framework.
 - 4) RF titles are limited and can differ from program or local titles.
 - HR will conduct a classification and compensation review;
 - Grant Manager will review for allowability and availability of funds.
 - Vacancy announcement will be posted on the internal Downstate website within 3 days.
 - ***If*** PI wishes to post externally, a copy of the intended vacancy announcement must be submitted to HR for review and concurrence, prior to posting.
 - **Once approved by HR, a purchase requisition should be submitted to RF_Purchasing@Downstate.edu**
 - Things to consider:
 - 1) funds availability to re-budget internally, if necessary
- PI to interview candidates.
 - Things to consider:
 - 5) It is against the law to ask someone how much they currently make. You can inquire what their salary expectations are.
 - 6) If a certain degree is required in the posting, avoid interviewing candidates without that degree to avoid delays (i.e., reposting the position)
- Candidates are selected.
 - If the selected candidate is a Nonresident Alien (NRA), does the candidate need to obtain the proper work authorization (e.g. H1-b, J-1 visa)?
 - 7) If a J-1 is required, the PI needs to contact the State HR office.
 - 8) If some other type of visa is required, the PI needs to contact the immigration firm that the RF has on retainer. ****Please note that the fees associated with the visa application must be charged to an award that allows said charges.**
- PI to complete and submit an appointment package to HR. The complete package includes:
 - Assignment/appointment form

- Affirmative Action Search form.
- Self-ID form.
- Employment Application form.
- Resume
 - If position requires a specific degree* and the selected candidate received said degree from a **foreign institution**, then a foreign degree equivalency evaluation must be performed by one of the following companies and must be provided as part of the appointment package
 - [TrustForte](#)
 - [Morningside Evaluations](#)
- Upon acceptance of the completed package, HR will proceed with the candidate directly.

Research Foundation HR:

- Reviews completed appointment package.
- Contacts employee to set up an appointment with Employee Health Services:
 - The selected candidate will undergo a medical screening.
 - The selected candidate will be provided with a referral to go for a drug screening examination.
- Processes background check.
- Coordinate the hospital orientation.
- Communicate with candidate throughout process.
- Once the above is complete, selected candidate/program/HR determine start date.
- Complete I-9 verification
- Discusses benefits
- Other orientation
- Sends welcome letter to employee with employment information
- Arranges for Downstate email address
- Arranges for ID pickup
- Notifies the Office of Compliance Audit Services (OCAS) of a new employee
 - OCAS will reach out to department and employee to assign additional training, as applicable

***There may be circumstances in which a position must be posted prior to an activated award. We recommend you speak with SPA to determine allowability/availability of this exception.**