# **Email Template: Onboarding Instructions for New Part-Time Faculty**

Dear New Faculty,

As your Hiring Department we have completed the following Hiring Process Steps:

* Background Check
* Reference Check
* PeopleSoft Data Entry

As a result your Employee ID number was created and you are ready to be officially hired by the University.

**Your Employee MyCoyote ID number is XXXXXX**, which you need to complete the Onboarding Process.

As a New Hire you are required to complete **Onboarding Process** which is outlined in the attached PDF Guide called **“Mandatory First Steps – New PT Faculty Onboarding Instructions**”, it is also listed under this link: <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

Please refer to **Checklist on page 4,** of the PDF Guide, for a quick reference of all the steps.

**WHAT YOU NEED TO DO NEXT:**

1. **Follow the instructions** provided in the PDF Guide referenced above (**“Mandatory First Steps –Onboarding Instructions**”).
	1. Non-U.S. Citizens *(Non-Permanent Residents)* need to **complete** additional 2 steps PRIOR to coming to Human Resources for New Hire Intake Meeting. (See PDF Guide for details).
	2. **Verify** if you have proper documents for employment eligibility and identity verification. Note: name of all documents to be presented at HR need to MATCH.
		* Review List of Acceptable Documents for HR New Hire Intake Meeting: <https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>
	3. **Register** for HR Intake Meeting ASAP. (STEP 1 listed in the PDF Guide).
	4. Follow rest of the Steps outlined in the PDF Guide referenced above.
2. **Plan your visit to the campus**. For your convenience here are some links:
	* + Campus Map and Directions: <https://www.csusb.edu/maps-directions>
		+ Remember to purchase parking pass at Info Center (IC) Kiosk or parking permit Dispensers: <https://www.csusb.edu/parking/parking-permits/daily>
		+ Link to our Department webpage: INCLUDE LINK
		+ Faculty Resource Directory Webpage: <https://www.csusb.edu/faculty-resource-directory-pt>
3. **Visit** our Department’s Office to obtain your Appointment Letter. **Inform** me about the date/time when you will be coming to the campus, and please plan to **stop by our office** (Step 5 listed in the PDF Guide). I will have your Appointment Letter ready for your signature and pickup.
4. **Provide** me with required documents, if not submitted already: SPECIFY WHAT’S NEEDED
5. R**eview** our Department’s specific Information: INCLUDE PERTAINING INFO

Please feel free to contact me with any question. Once again congratulations on your decision to join CSUSB.

Best regards,