

The purpose of the New Hire Notification Form is to inform Human Resources that you have identified a new hire. By completing and submitting this form, you will be providing Human Resources with basic information needed in order to begin the process of onboarding them to MSUM. This form should be completed each time you have a new hire, even if you have been in contact with Human Resources regarding the position and a potential hire.

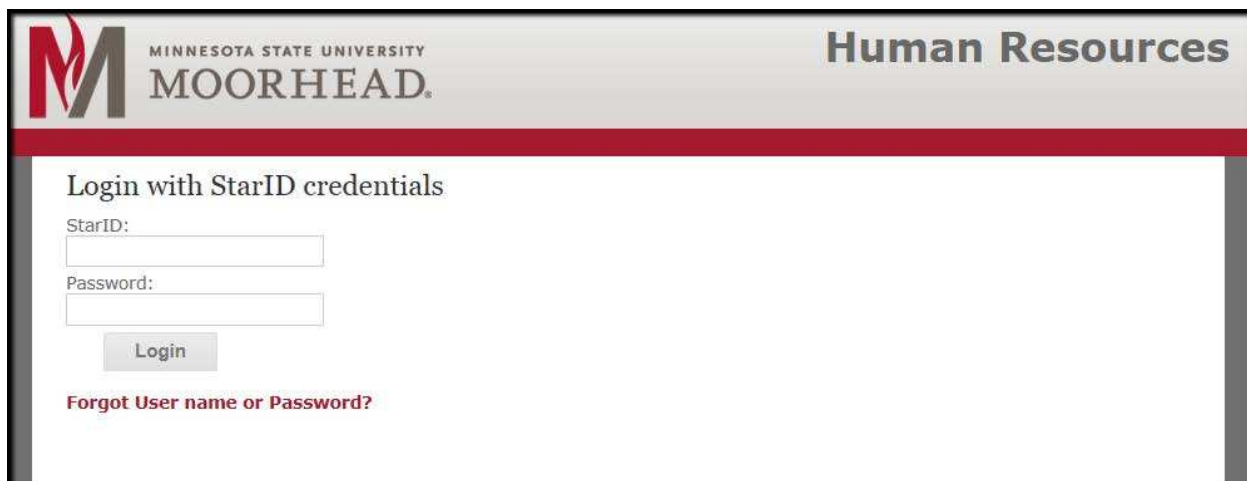
Following the submission of this form, you will get a reminder to complete the OHR Personnel Document, as well as the link to this form. This form still needs to be completed, submitted for signatures and sent to HR for each new hire.

1. Go to the Human Resources website at [www.mnstate.edu/humanresources](http://www.mnstate.edu/humanresources).

The form can be accessed by:

- Clicking on the **New Hire Notification icon** on the right hand side of the main Human Resources page
- Clicking on the *Supervisor Resources* link on the left hand side of the page and selecting *Hiring Procedures*. The **Notification of New Hire** form and instructions can be found under the *Hiring Procedures* heading; or by
- Clicking on the link for [New Hire Notification Form](#).

2. Enter your Star ID and Password and click Login to access the form.



The screenshot shows the Human Resources website login page. At the top left is the Minnesota State University Moorhead logo. To the right of the logo is the text "MINNESOTA STATE UNIVERSITY MOORHEAD." and further right is the heading "Human Resources". Below the heading is a red horizontal bar. Underneath the bar, the text "Login with StarID credentials" is displayed. There are two input fields: "StarID:" and "Password:". Below the "Password:" field is a "Login" button. At the bottom of the login area, there is a link that says "Forgot User name or Password?" in red text.

3. Complete the New Hire Notification Form by completing the following information for the New Hire:

- First Name
- Last Name
- Phone Number
- Email
- Start Date
- Contract
- Position
- Department
- Wage
- Supervisor
- Status
- Location\*
- Resume\*\*

*\*The location indicates whether or not the new employee will be located on campus. If they are a remote employee, meaning they will not work on campus, this notifies HR to initiate a remote-hire process for I-9 completion.*

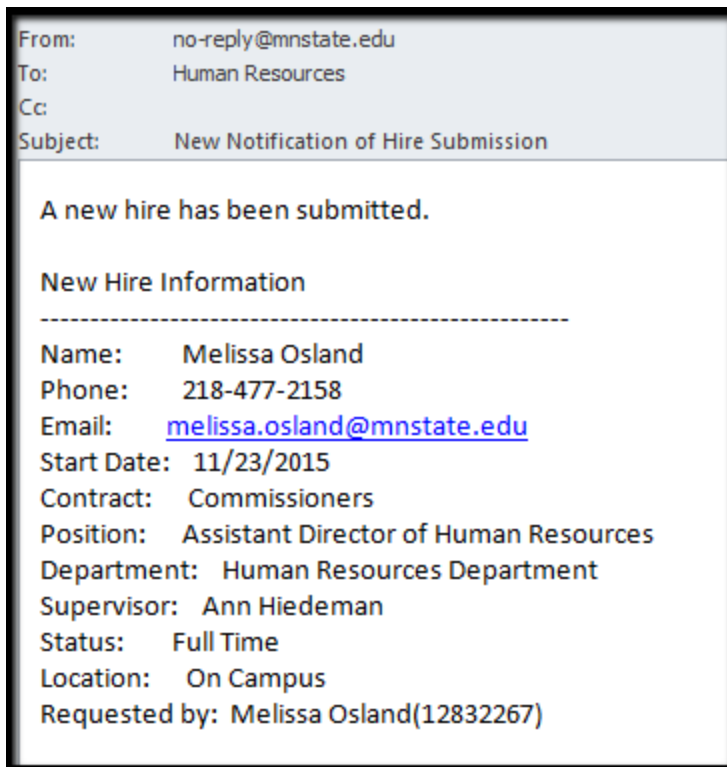
*\*\*To upload the resume for the new hire, click on Browse. This will give you the opportunity to choose a document to upload and attach to the form. Uploading the resume is not required; however, if it is not uploaded it will need to be sent to Human Resources.*

The screenshot shows the 'Notification of Hire Form' interface. At the top left is the Minnesota State University Moorhead logo. The top right says 'Human Resources' and 'Welcome Melissa Osland! Sign Out'. A navigation bar contains 'Forms', 'Admin', and 'Manage Users'. The form title is 'Notification of Hire Form'. Below it, a section for '\* Required Fields' contains the following elements: text boxes for \*First Name, \*Last Name, Phone Number, \*Email, \*Start Date, \*Contract (dropdown), \*Position, \*Department (dropdown with 'Academic Affairs Administration' selected), Wage (text box) with radio buttons for 'Annually' (selected) and 'Hourly', \*Supervisor, \*Status (dropdown), \*Location (radio buttons for 'On Campus' (selected) and 'Remote'), and a Resume field with a 'Browse...' button and a note: 'File must be a PDF or Microsoft Word document.' A 'Submit' button is at the bottom left.

4. Once you have completed the form, click the Submit button. A new window will appear with a Thank You message. This message will contain a reminder and link to complete the OHR Personnel Document.

The screenshot shows a 'Thank You' message. At the top left is the Minnesota State University Moorhead logo. The top right says 'Human Resources' and 'Welcome Melissa Osland! Sign Out'. A navigation bar contains 'Forms', 'Admin', and 'Manage Users'. The message text reads: 'Thank You', 'Thank you for submitting your new hire.', 'Please ensure that you complete the **OHR Personnel Form** and submit to Human Resources, if you have not done so already.', and 'Thank you.'

- Following the submission of the form, a notification email is sent to Human Resources with the information that was entered. The Human Resources contact will follow up with the supervisor if additional information is needed.



If you have any questions or issues completing the New Hire Notification Form, please contact Human Resources at 218-477-2157 or email [hr@mnstate.edu](mailto:hr@mnstate.edu).