

Onboarding Protocols during COVID-19

Department Onboarding Protocols

Should a department wish to hire an individual, they should observe the following protocols regarding the onboarding process depending on the individual's previous work history with NAU. Should a department not know or has any questions regarding an employee's work history with NAU, please contact Human Resources for more information.

Concurrent Hire or Hired within 6 Months of Termination

If a department knows that an individual is an active employee at NAU or if they were a prior employee at NAU whose position was terminated within the last 6 months, a new hire packet, I-9 verification, fingerprinting, and background check are **not** required. There is no change to current hiring policies or practices for these individuals.

Hired between 6 to 12 Months of Termination

If a department knows that an individual they are wishing to hire has worked for NAU before, but their last active position was terminated within 6 to 12 months from their new start date, please observe the following onboarding processes.

New Hire Packet/I-9 Verification

A new hire packet is **not** required for employees who have worked at NAU within the last 12 months. In addition, the hiring department should perform the following steps:

- Contact the Human Resources Payroll team with the following employee information:
 - Name, employee ID number, and start date.
- Submit the new hire ePAR for the employee.
- The HR Payroll team will update the employee's information to allow them to be added to payroll.

Once the COVID-19 situation has stabilized, these employees will need to bring their appropriate I-9 documents to Human Resources for reverification through Section 3 of the I-9.

Fingerprinting

If an employee has already been fingerprinted within the last 12 months, a new fingerprint is **not** required.

Background Check

A new background check will be required if an employee has not worked for NAU within the last 6 months. There is no change to the current background check process for these individuals.

New Hire or Hired after 12 Months of Termination

If a department knows that an individual has never worked for NAU or if their most recent position with NAU was terminated over 12 months ago, please observe the following onboarding processes.

New Hire Packet/I-9 Verification

A new hire packet **will** be required for all new employees to NAU and prior employees whose most recent position was terminated over 12 months ago. The hiring department should perform the following steps

- Initiate a new hire packet for the employee.
- Have the employee has completed the hiring packet, including **section 1** of the I-9. The verification portion of the I-9 (**section 3**) should **not** be completed by the hiring department.
- While the national state of emergency is in effect for COVID-19, DHS is allowing employers to accept digital copies of I-9 verification documents. In these cases, the department should instruct the employee to send scanned versions of their I-9 documents to Human Resources so the I-9 verification can be processed.
- All I-9 verifications completed using electronic documents must be processed through HR via the secure HRI9.Passport@nau.edu email as additional follow-up will be required once the COVID-19 situation has stabilized.
- Once the I-9 verification has been completed, submit the new hire ePAR for the employee.

Once the COVID-19 situation has stabilized, the employees who completed their I-9 using electronic versions of their documents will need to bring their appropriate I-9 documents to Human Resources for physical examination within 3 business days after the state of emergency has been lifted.

Fingerprinting

If an employee is working in a safety/security sensitive position, they **will** need to be fingerprinted if they have never worked for NAU or if their most recent position was terminated over 12 months ago. The fingerprint can be done after the employee has started working, though scheduling can be arranged for positions that are contingent on a fingerprint. Fingerprinting appointments will be limited during this time, so please arrange an appointment through HR.Background@nau.edu or by contacting Max Pitroff at Maxim.Pitroff@nau.edu or (928) 523-6134.

Background Check

A new background check will be required if an employee has not worked for NAU within the last 6 months. There is no change to the current background check process for these individuals.