

Receive New Hire_Statures and Tasks

Request Status		Status/Task Type	Activates By	Made Complete By	Data Fields
Request Status Selection Made		The status sent are the words "Selection Made"	HR user audits a certificate with at least one applicants selected and linked to a request.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
Possible statuses: Pending, Active, Complete, or Cancelled	New Hire Task Send Tentative Offer	The task sent are the words "Send Tentative Offer"	New hire record is created.	HR user sends tentative offer notification OR HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available)
	New Hire Task Receive Tentative Offer Response	The task sent are the words "Receive Tentative Offer Response"	HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'	New Hire submits an 'Accept' or 'Decline' response to the tentative offer within the sytem. OR HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)

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<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Initiate Background Investigation/Security Clearance</p>	<p>The task sent are the words "Initiate Background Investigation"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Receive Background Investigation/Security Clearance Result</p>	<p>The task sent are the words "Receive Background Investigation / Security Clearance Results"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Initiate Suitability Review</p>	<p>The task sent are the words "Initiate Suitability Review"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Receive Suitability Review Results</p>	<p>The task sent are the words "Receive Suitability Review Results"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Request Licenses</p>	<p>The task sent are the words "Request Licenses"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Verify Licenses</p>	<p>The task sent are the words "Verify Licenses"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Schedule Drug Test</p>	<p>The task sent are the words "Schedule Drug Test"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Retrieve Drug Test Results</p>	<p>The task sent are the words "Retrieve Drug Test Results"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Initiate Physical Exam</p>	<p>The task sent are the words "Initiate Physical Exam"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Confirm Physical Exam Completion</p>	<p>The task sent are the words " Confirm Physical Exam Completion"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statures and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Initiate Childcare Background Checks</p>	<p>The task sent are the words "Initiate Childcare Background Checks"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Receive Childcare Background Check Results</p>	<p>The task sent are the words " Receive Childcare Background Check Results"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Initiate e-Verify</p>	<p>The task sent are the words "Initiate e-Verify"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending'. .</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Retrieve e-Verify Results</p>	<p>The task sent are the words "Retrieve e-Verify Results"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending'. .</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Adjudicate Childcare Background Checks</p>	<p>The task sent are the words "Adjudicate Childcare Background Checks"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending.' OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.'</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Send Official Offer</p>	<p>The task sent are the words "Send Formal Offer"</p>	<p>HR user sends Tentative Offer notification to the new hire OR HR user manually completes the Sent Tetative Offer task.</p>	<p>HR user sends official offer notification to the new hire. OR HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Receive Official Offer Response</p>	<p>The task sent are the words "Receive Official Offer Response"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending. OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.</p>	<p>New Hire submits an 'Accept' or 'Decline' response to the official offer within the sytem. OR HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Establish Projected Entry on Duty Date</p>	<p>The task sent are the words "Establish Projected EOD Date"</p>	<p>HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending. OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.</p>	<p>HR user manually marks as complete.</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>

Receive New Hire_Statuses and Tasks

<p>Possible statuses: Pending, Active, Complete, or Cancelled</p>	<p>New Hire Task Confirm Entry on Duty</p>	<p>The task sent are the words "Confirm Entry On Duty"</p>	<p>HR user sends an Official Offer notification. OR HR user manually completes the "Send Official Offer" task.</p>	<p>HR user manually marks as complete. OR HR mass confirms entry on duty for multiple new hires at once from the New Hire dashboard. (completes the task the selected new hires).</p>	<p>Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)</p>
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