

E-Orientation Guide for Managers

Your new employee can participate in an online orientation session by completing the appropriate e-Orientation course activity.

E-Orientation for full-time employees will cover the following topics:

- Employment benefits;
- State policies/procedures;
- New Hire paperwork, and;
- Required trainings for state employees.

Manager Responsibilities:

As the manager, it is important that your new employee already has a PeopleSoft ID# and be active in the system. They will not be able to complete e-Orientation without that information.

Please ensure that your employee has been provided with the **e-Orientation Course Guide** for completing the course. This can be found on the Online Onboarding website under **Download E-Orientation Course Guide:** www.in.gov/spd/onboarding/online-orientation

In addition to having your new employee complete training you will want to collect all New Hire paperwork which includes, but is not limited to:

- Photocopy Form I-9 Acceptable Documents provided by the New Hire.
 - The employee must complete Section 1 of Form I-9 prior to the first day of employment, via SuccessFactors Learning.
 - All documents provided must be original and unexpired.
 - We can't accept copies of a document from the employee.
 - Federal Guidelines demand that all new hires must have an E-Verify case created **no later than the third business day of employment.**
- Acknowledgement of Standardized Policies and Employee Handbook (State Form 54115)

Please submit the above documents to the payroll/HR department or instruct the employee to do so once they are completed. Please consult with your HR department for further questions about Form I-9 or E-Verify.

Any questions regarding employee benefit elections can be referred to the **SPD Benefits Division** at 1-877-248-0007 or locally at 317-232-1167.

This guide is intended for general reference only and does not include Agency-specific requirements. Managers should work directly with their HR representative to ensure all onboarding and compliance requirements are fully met. Any questions regarding the material in this guide should be directed to INSPD Learning & Development.
at: SPDtraining@SPD.in.gov