Accept Comprehensive Functionality for the Onboarding Solution
- No fragmentation of the solution – must be used in its entirely (process and users)

Understand and Accept New Business Policies and Process:
- All offers will now have a formal written Offer Letter
- New Hires can be entered into PPS up to 14 days in advance of their start date
- Funding information is not entered into PPS until the New Hire Start Date
- Exceptions to using the tool at any point during the process and reverting to paper requires approval from Human Resources (Michael Yates)
- Agree to digital storage of all new hire core forms

All Users Will Complete Web-Based Training and Demonstrate Competency

Understand that Training Provided Includes:
- Web-Based Tutorial
- Training Resources Library on Blink
- Office Hours hosted by Human Resources

Understand that Departments are Responsible for:
- Ensuring that all users have demonstrated proficiency through the web-based training
- Assigning roles to users within their departments
- Establishing the date by which all department users will have completed training in order for the department to go-live
- Communicating readiness to the Project Team to get their access provisioned