

SHORT-TERM EMPLOYEE ONBOARDING

Follow the steps below to help ensure that onboarding goes smoothly and that your new short-term hires can quickly access their email and Oracle HCM. These steps apply to both one-time-payment employees and those hired for a few (1-3) payroll cycles. *(NOTE: These instructions work for all new hires, but some may have additional onboarding tasks in their message from HR.)*

As always, HR will enter the information for your short-term employee into Oracle HCM. Here's what needs to happen next:

Help your new hire access their Middlebury email account:

- Middlebury will send an email message to the new employee's personal address with instructions and a temporary password to activate their Middlebury email account.
- New employees must enroll in Middlebury Multi-Factor Authentication (MFA) to access Oracle HCM
- Access Middlebury webmail with new password.

Human Resources will send the new employee an email with instructions for accessing Oracle HCM. The new hire should:

- Enroll in GMHEC Multi-Factor Authentication (in addition to Middlebury MFA noted above).
- Log into Oracle HCM with Middlebury credentials (same as webmail).

Complete onboarding tasks in Oracle HCM ([instructions here](#)). New employees should:

- Complete their W4.
- Verify that their address and contact information are correct.
- Enter their direct deposit information.

Ensure that your new hire reviews the self-guided training video on how to use a time card and enter their hours in Oracle HCM (hourly employees only).

SHARE A TIP, ASK A QUESTION

As always, *we want to hear from you*. If you have a question or tip you'd like us to share, email HR@middlebury.edu