

## Pre-On-Boarding for Faculty

It is possible to provision a limited group of services to incoming faculty and academic staff prior to being fully processed and hired in EBS. These pre-onboarding services should help provide a smoother transition for faculty including creation and establishment of the:

- **Spartan Card** – ID card utilized for setting up building and parking gate access
- **NetID** – user name utilized for login access to email, wireless and D2L

Early access should be especially helpful for new academic hires who arrive at MSU prior to their start-date, for example those with a start-date of August 16 who arrive on campus earlier in the summer. **(Please note:** Login access to EBS and some other services are not provisioned until they are fully processed and hired in EBS and they have reached their start-date.)

In order to pre-on-board these new academic hires, please complete the following:

- 1) After the Academic Position Request has been approved and the selected candidate has accepted the offer, begin the **Hire/Reappointment/Change of Status form** in SAP.
- 2) The following information is required for pre-on-boarding:
  - Position ID number
  - Position title
  - Organization ID
  - First and last name
  - SSN
  - Date of birth
  - Home Address – street address, city, state and zip
- 3) Once all of that information has been entered, press “**Save Draft**”.
- 4) By saving the draft with all of the required information, the new hire should propagate into the NetID system and the Spartan Card system in an overnight process. Incoming faculty who have been here in the past as an employee or student will require additional processing.
- 5) Please call the MSU ID Office (Room 170 International Center) the day after you have saved the draft to guarantee that the new hire’s information is now appearing in their systems as it should. Please be aware this process only gives early access to the above resources. It does not complete the hire process requirements, such as I-9 completion, criminal background check verification, etc.
- 6) If the new hire is on campus, send them to the MSU ID Office (Room 170 International Center) with a government-issued photo ID card. The new hire will have their picture taken, be issued their Spartan card, and be given a PIN letter for activating their NetID. It is also recommended that you complete the new hire’s I-9 at this time.
- 7) If the new hire is not on campus, submit a PIN request at <https://netid.msu.edu> so that their NetID can be activated. Once on campus, the new hire can come to the ID Office with a government-issued photo ID to have their picture taken and be issued their Spartan card at that time. The I-9 can be completed remotely in advance at <https://hr.msu.edu/i9/>.

If you have any questions about this process, please contact the MSU ID Office at 517-355-4500 from 8:00a.m.-4:45p.m., Monday-Friday.

*Please note that this process does **not** apply to the hiring of temp/on-calls or regular non-academic staff.*