Williamson County

Transition Committee Update



NEW Hire On-Boarding Centralized and Transparent



Employee Life Cycle



Problem: Lack of timely centralized integrated (on/off) boarding platform.

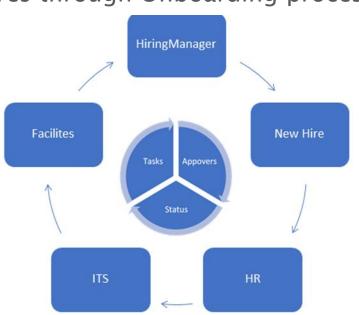
Proposed Solution: Combination of Laserfiche and ServiceNow platforms offer an On/Off boarding management system to ensure availability, standardization and consistency during the employment lifecycle.



Employee Life Cycle

Features:

- Hiring manager kicks off process through candidate selection
- New Hire has access to ServiceNow prior to start date (New Hire Portal)
- Completed new hire forms route to appropriate department,
 while sending final forms to the employee's Laserfiche folder
- Access to monitor the progress of New Hires through Onboarding process
- Profile Management/Employee Assets
- Workorder Service Management
- Off-Boarding





On-Boarding Portal

New Hire Portals:

- Employee
- Manager/Director
- Elected Official

(Phase 2)The next step is to offer departments the availability to customize tasks to meet their unique hiring requirements.



New Employee Portal



Onboarding Instructional Video

Congratulations on your new position with Williamson County! We are excited to have you join our team. The first step you will need to take is to watch this short instructional video.



Human Resources Office Hours

Monday - Friday 8:00am - 5:00pm

Contact Us

512-943-1533 HRsupport@wilco.on

Addres

301 SE Inner Loop, Suite #10 Georgetown, Texas 78626

New Hire Orientation

Date: 11-12-201

Location: HR Department (Directions)

Please bring your I-9 form and supporting documents if you have not provided prior to New Hire Orientation.



My Tasks

Keep track of your progress! You have completed this percentage of tasks

9/10 tasks complete.







Contact Us

Organizational Video

Click below to watch the five minute Organizational Video for Williamson County.





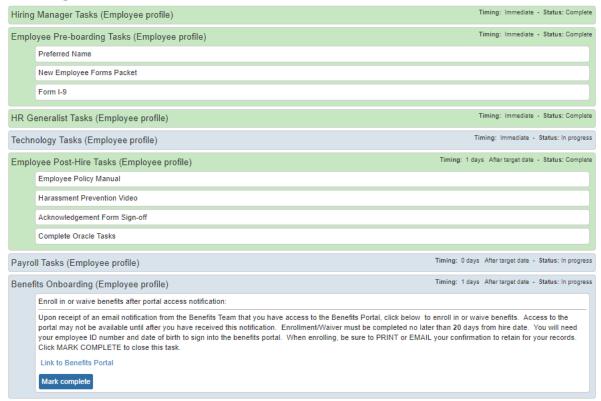
New Employee Portal Tasks

Name: Rain October Manager: Lydia Linden

Profiles:

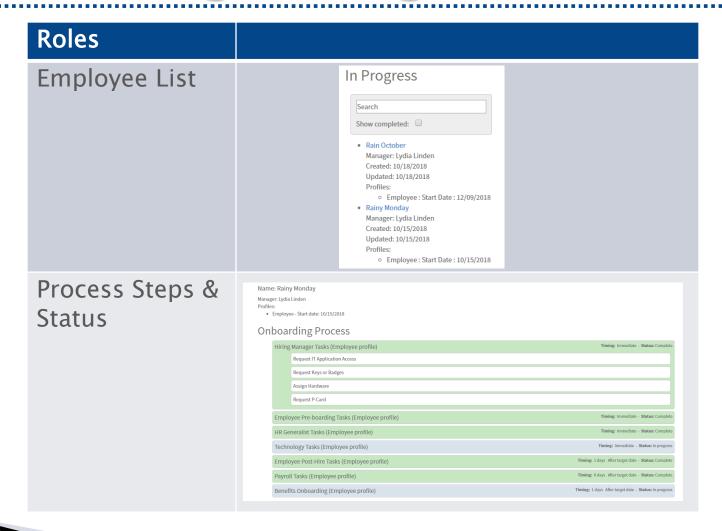
Employee - Start date: 12/09/2018

Onboarding Process





Hiring Manager View





Form Wizard - Laserfiche



NOTICE TO EMPLOYEES OF WILLIAMSON COUNTY WORKERS' COMPENSATION COVERAGE

Reference Rule 110.101

Williamson County provides workers' compensation insurance coverage in the event of any work-related injury or occupational disease. This coverage is effective beginning on the employee's date of hire. Any injuries or occupational diseases which occur while employed will be handled by Texas Association of Counties Risk Management Pool.

An employee, or a person acting on the employee's behalf, must notify Human Resources of a work related injury or illness not later than the 30th day after the date on which the injury occurs or your right to obtain benefits could be lost.

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained workers' compensation insurance coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury.

If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

Notify humanresources@wilco.org in writing if you would like to retain your common law right of action and NOT accept the workers' compensation insurance provided to you by the County.

My signature indicates that I have reviewed this notice regarding workers' compensation coverage.

Printed Name
Your Value
Signature*
Sign
Date
Date captured on form submission
Previous
Submit



Swim Lane Example

