

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
-
- ```
graph TD; HiringManager[HiringManager] --> Facilities[Facilities]; HiringManager --> NewHire[New Hire]; Facilities --> NewHire;
```
- The diagram illustrates a process flow involving three main components: HiringManager, Facilities, and New Hire. HiringManager is at the top, with arrows pointing down to Facilities and New Hire. Facilities and New Hire are at the bottom, with an arrow pointing from Facilities to New Hire. A circular arrow is also present between Facilities and New Hire, indicating a continuous or feedback loop.



# On-Boarding Portal

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## 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


RO Rain October



Welcome To  
Williamson County

### 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.





### My Tasks

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

9/10 tasks complete.

90%

### Human Resources Office Hours


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

### Contact Us

512-943-1533  
[HRsupport@wilco.org](mailto:HRsupport@wilco.org)

### Address

301 SE Inner Loop, Suite #108  
Georgetown, Texas 78626



### Benefits



### Contact Us

### New Hire Orientation

Date: 11-12-2018  
Time: 9:00am

[Location: HR Department \(Directions\)](#)

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

### 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 Tasks (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Timing: Immediate - Status: Complete                   |
| Employee Pre-boarding Tasks (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Timing: Immediate - Status: Complete                   |
| <input type="text" value="Preferred Name"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                        |
| <input type="text" value="New Employee Forms Packet"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                        |
| <input type="text" value="Form I-9"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        |
| HR Generalist Tasks (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Timing: Immediate - Status: Complete                   |
| Technology Tasks (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Timing: Immediate - Status: In progress                |
| Employee Post-Hire Tasks (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Timing: 1 days After target date - Status: Complete    |
| <input type="text" value="Employee Policy Manual"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                        |
| <input type="text" value="Harassment Prevention Video"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |
| <input type="text" value="Acknowledgement Form Sign-off"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                        |
| <input type="text" value="Complete Oracle Tasks"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |
| Payroll Tasks (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Timing: 0 days After target date - Status: In progress |
| Benefits Onboarding (Employee profile)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Timing: 1 days After target date - Status: In progress |
| <input type="text" value="Enroll in or waive benefits after portal access notification:"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                        |
| <p>Upon receipt of an email notification from the Benefits Team that you have access to the Benefits Portal, click below to enroll in or waive benefits. Access to the portal may not be available until after you have received this notification. Enrollment/Waiver must be completed no later than 20 days from hire date. You will need your employee ID number and date of birth to sign into the benefits portal. When enrolling, be sure to PRINT or EMAIL your confirmation to retain for your records. Click MARK COMPLETE to close this task.</p> |                                                        |
| <a href="#">Link to Benefits Portal</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        |
| <input type="button" value="Mark complete"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        |

# Hiring Manager View

## Roles

### Employee List

#### In Progress

Show completed: ☐

- [Rain October](#)  
Manager: Lydia Linden  
Created: 10/18/2018  
Updated: 10/18/2018  
Profiles:
  - Employee : Start Date : 12/09/2018
- [Rainy Monday](#)  
Manager: Lydia Linden  
Created: 10/15/2018  
Updated: 10/15/2018  
Profiles:
  - Employee : Start Date : 10/15/2018

### Process Steps & Status

Name: Rainy Monday  
Manager: Lydia Linden  
Profiles:

- Employee - Start date: 10/15/2018

#### Onboarding Process

|                                                |                                                        |
|------------------------------------------------|--------------------------------------------------------|
| Hiring Manager Tasks (Employee profile)        | Timing: Immediate - Status: Complete                   |
| Request IT Application Access                  |                                                        |
| Request Keys or Badges                         |                                                        |
| Assign Hardware                                |                                                        |
| Request P-Card                                 |                                                        |
| Employee Pre-boarding Tasks (Employee profile) | Timing: Immediate - Status: Complete                   |
| HR Generalist Tasks (Employee profile)         | Timing: Immediate - Status: Complete                   |
| Technology Tasks (Employee profile)            | Timing: Immediate - Status: In progress                |
| Employee Post-Hire Tasks (Employee profile)    | Timing: 1 days After target date - Status: Complete    |
| Payroll Tasks (Employee profile)               | Timing: 0 days After target date - Status: Complete    |
| Benefits Onboarding (Employee profile)         | Timing: 1 days After target date - Status: In progress |

# Form Wizard – Laserfiche



## NEW HIRE ONBOARDING FORMS

Workers Compensation Notice

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### 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 30<sup>th</sup> 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](mailto: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

Done

Submit



# Swim Lane Example

