<table>
<thead>
<tr>
<th>Putting the Pieces Together</th>
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<tbody>
<tr>
<td>Depending on the employee role, there are a number of tasks that a new employee and Human Resources staff have to complete as part of the hiring process. Managers may want to see where the new employee is in the process, which can be done by viewing Transition Task Checklists.</td>
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<tr>
<td>This guide outlines how to:</td>
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<tr>
<td>- Log in to Infor HR - [pg. 2]</td>
</tr>
<tr>
<td>- Navigate to Transition Tasks - [pg. 4]</td>
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<tr>
<td>- View Pre-hire checklist (preboarding or job change) by employee group - [pg. 5]</td>
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<tr>
<td>- View Pre-hire checklist (preboarding or job change) for an individual - [pg. 6]</td>
</tr>
<tr>
<td>- View Post-hire checklist (onboarding tasks) - [pg. 8]</td>
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<th>Which Outcome to Expect</th>
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<tr>
<td>Upon completion of this process, the manager will know which tasks still need to be completed for the employee hiring and/or onboarding process to be completed. Managers do not complete any Transition Tasks themselves.</td>
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<tr>
<th>Things to Avoid</th>
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<tr>
<td>Do not create, edit, or complete any transition tasks yourself, as this will negatively impact the hiring process. Transition tasks are for VIEW ONLY purposes for managers.</td>
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<tr>
<th>Who To Contact</th>
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<tr>
<td>Please contact your HR Recruiting Specialist for any questions.</td>
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</table>
**ACTION:**
Log in to Infor HR

1) Access [thecommons.dpsk12.org](http://thecommons.dpsk12.org). Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION:
Navigate to Transition Tasks

3) Click the Manager (a) icon to open Manager Space. Select Manage Transitions (b).

Make a Choice
- To view preboarding tasks for a group of new employees in the same job role: continue to step 1 below.
- To view preboarding tasks for an individual: jump to page 6.
- To view onboarding tasks, jump to page 8.
ACTION:
View Pre-hire Transition Tasks for a group of employees

1) Under Transition Programs, select the checklist (a) for the group you want to view. You may want to adjust the Records Per Page (b) to view all the checklists on one page.

Which Checklist to Select
- Generally, external candidates will receive 2 checklists: the Preboarding Checklist that corresponds with their job type and an Onboarding Checklist.

- Internal candidates (current DPS employees moving into a new role) will only receive 1 checklist: the Job Change checklist that corresponds with their job type.

2) Select the Tasks in Progress (a) tab to see a snapshot of the employees’ progress through their Preboarding tasks. To view details, double-click an individual’s record (b) and proceed to Step 2 on the following page.
ACTION:
View Pre-hire Transition Tasks for an individual

1) Click the **Tasks In Progress** (a) tab. Under the **Transition** (b) heading, use the **search** (c) to locate the employee. Double click the **employee record** (d) to open.

2) Once the employee record opens, select **Tasks** (a) to view a list of all tasks from the checklist in progress. Adjust the **Records Per Page** (b) to view all tasks on one page.

Please Note
- If you cannot locate your new employee under the Tasks in Progress tab, s/he may have already completed the Preboarding Checklist. Proceed to page 6 to search for the Onboarding checklist.
Putting the Pieces Together

- Reviewing the full list of preboarding tasks can help you see where your new employee is in the hiring process. Keep in mind that many tasks have interdependencies. In the example below, just because the candidate has come in to have her fingerprints rolled (line 17), the HR hiring team still has to wait to receive the results of the Fingerprints and verify they are ok (line 18) before a dependent task (line 32) can begin. Review the **Status**, **Prerequisite**, and **Completion Date** columns to determine where the new employee is in the process.

![Task List Example](image1)

**Things to Avoid**

- Depending on the task, you may have access to **buttons** (a) used to edit the task. You **should not** use these or make any changes to the tasks as this may negatively impact the hiring process.

![Buttons Example](image2)

3) From the **Correspondance** (a) tab, you may view any of the emails, notifications, or other correspondence sent as part of the Preboarding process. Double-click any item (b) to view the record in more detail.
ACTION:
View Onboarding tasks

1) Under Transition Programs, select the **Onboarding checklist (a)**. You may need to adjust the **Records Per Page (b)** to locate the checklist.

2) Select the **All Tasks (a)** tab. Double click the **employee’s name (b)** to open the checklist.

**Please Note**
- In most cases, Onboarding checklists will only appear in “Complete” status and can be found under the **All Tasks** tab.
- Refer to the percentage completion (not the status) to determine if the tasks have been completed.
2) Select the **Tasks (a)** tab. Double click **any item (b)** to open the task and view more details.

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**Best Practice**

- All tasks within the Onboarding checklist should be completed within the new employee’s first 30 days. Check in with your new employee to make sure s/he is making progress and to answer any related questions.