Clear to Work Checklist for Hiring Managers

It is the Hiring Manager’s responsibility to confirm that the new hire has completed all required onboarding documents and tasks prior to the start of employment. The process is listed here:

- Confirm the Standard Background Check is completed. New hires to Penn State are required to complete a background check as per Policy HR99 Background Check Process. Exceptions are those designated a PA Mandated Reporter. PA Mandated Reporters are required to obtain the Publicly Available Clearances in place of a Standard Background Check. **HOW:** HR Shared Services automatically runs the background check during the hire process. Receipt of the Status Update: Hire and Onboard Process notification in Workday and/or visibility of the employee profile in Workday are confirmation the Background Check is complete and valid. These are the only indicators you will receive that a Background Check is complete.

- Confirm All Workday delivered Onboarding Documents or Tasks are Completed. **HOW:** Run PSU_REP_CR10430 Onboarding Status Summary Report in Workday and review the columns labeled “Onboarding Progress”, “Completed” and “Not Completed” to monitor status.

- Confirm Section 2 of Form I-9 is Completed. **HOW:** Using the PSU_REP_CR10430 Onboarding Status Summary Report, verify the “I-9 Completion Date” field contains a date.

- For individuals designated a PA Mandated Reporter, confirm Clearances are Completed. **HOW:** Using the PSU_REP_CR10430 Onboarding Status Summary Report, confirm a date is entered in the “PA Clearance Completion Date” field and the “PA Clearance Results” field lists “Eligible.”

Clear to Work Logic

While all onboarding documents and activities described above need to be completed in a timely manner, the illustrations below summarize those that are mandatory prior to the first day of work.

**For a new hire requiring a Standard Background Check**

![Diagram for Standard Background Check]

**For a new hire requiring the Three Publicly Available Clearances**

![Diagram for Three Publicly Available Clearances]

Additional Information

Refer to the following documents for additional detail related to this process:

- Determining Clear to Work – Detailed Instructions: Step by Step instructions to review onboarding status
- Onboarding Tasks Summary List – Explanation of assigned onboarding tasks in Workday