FOR NEW OTHER ACADEMIC APPOINTMENTS

1. Create Position in WD
2. Complete all steps of BSD Checklist (For RAs only)
3. Enter Pre-Hire info in WD (upload blank BSD Compliance Doc at this point and update later)
4. Submit Hire Compensation in WD: Compensation, Costing Allocation
5. Add Academic Appointment in WD
6. Submit completed packet to OAA
7. OAA sends approval back to the Dept.
8. Complete Onboarding in WD (Upload Completed BSD Compliance, I-9 and W2/4)