

New Employee Onboarding Process for HR Authorized Users

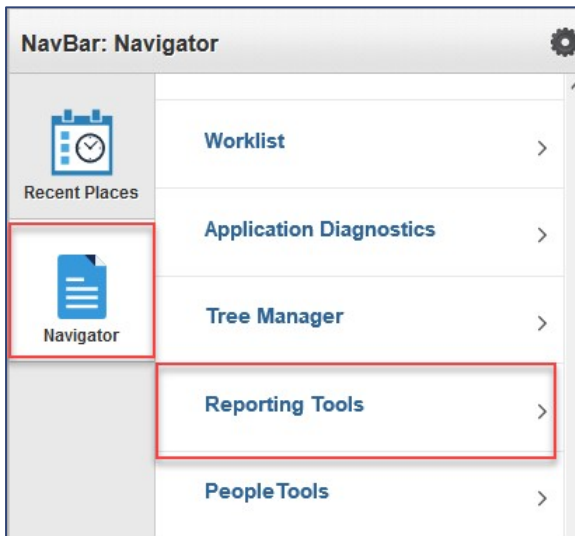
A process has been created for new employees that are hired with a state agency to automate their setup and access to Employee Self Service (ESS) within the Hawaii Information Portal. The process will start when an employee is hired. Once they are moved to an HR “Active” status, a nightly process will be triggered to create a user profile and issue a temporary password for access to the new system. This process will add Employee Self Service (ESS) access if it does not already exist for the employee once the effective date of the appointment has passed.

This document addresses how an authorized HR user will retrieve the employee’s login credentials in a welcome letter to be provided to the employee based on the effective date or “**As of Date:**” prompt. Please follow the steps below to retrieve these letters for your new employees.

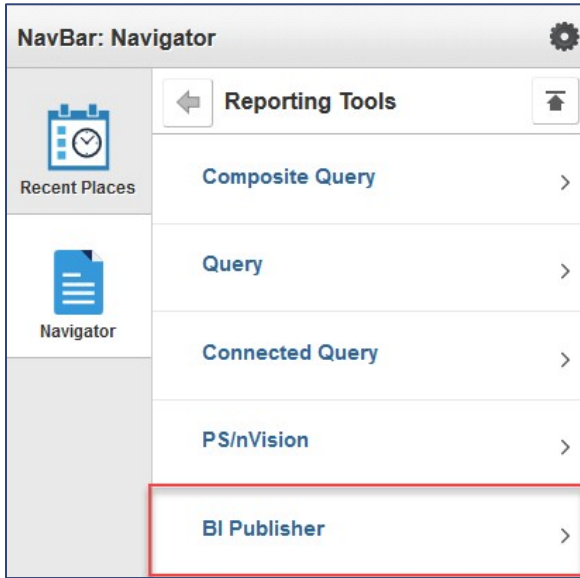
1. From the Hawaii Information Portal homepage, click the NavBar icon on the top right corner of the screen.



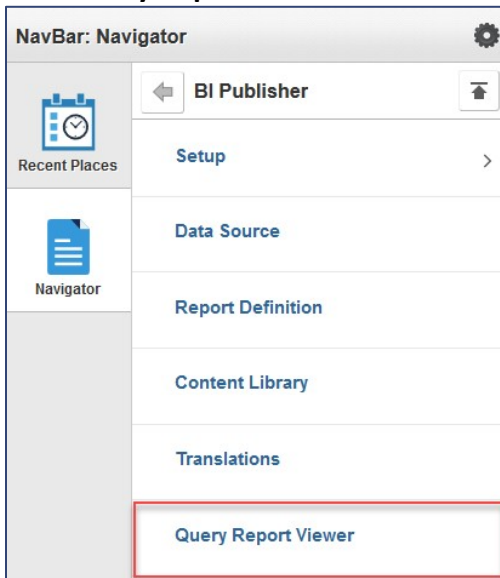
2. From the menu displayed, click **Navigator > Reporting Tools**.



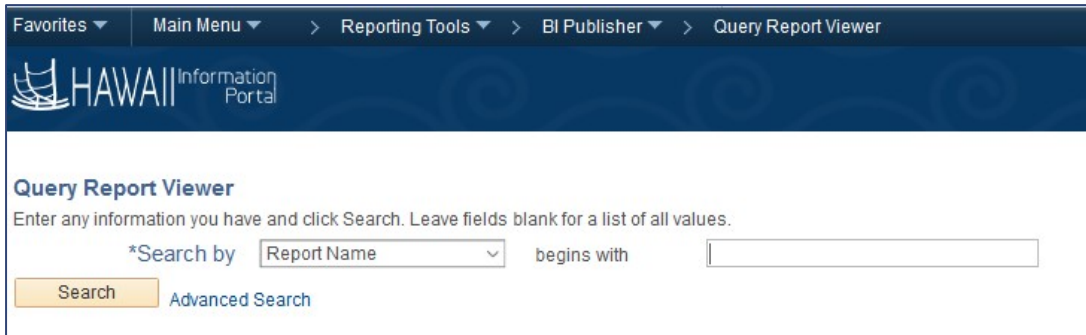
3. Click **BI Publisher**



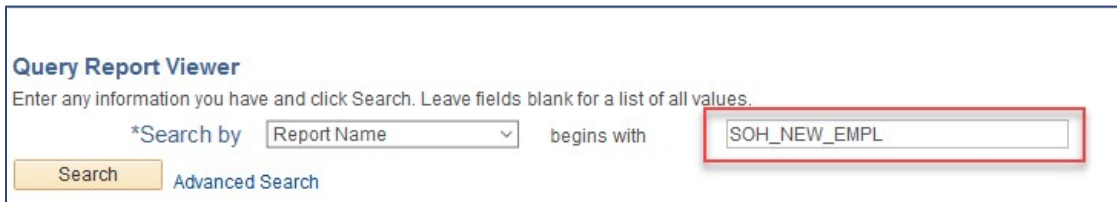
4. Click **Query Report Viewer**



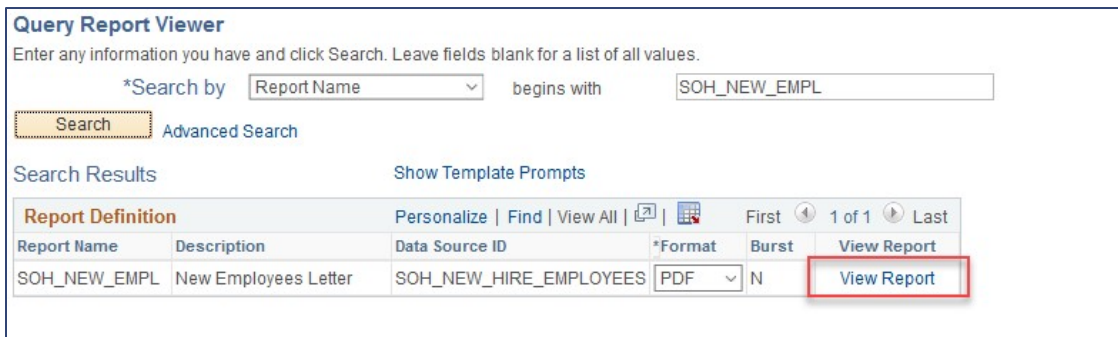
5. The **Query Report Viewer** search page displays.



6. Search for query name **SOH_NEW_EMPL**

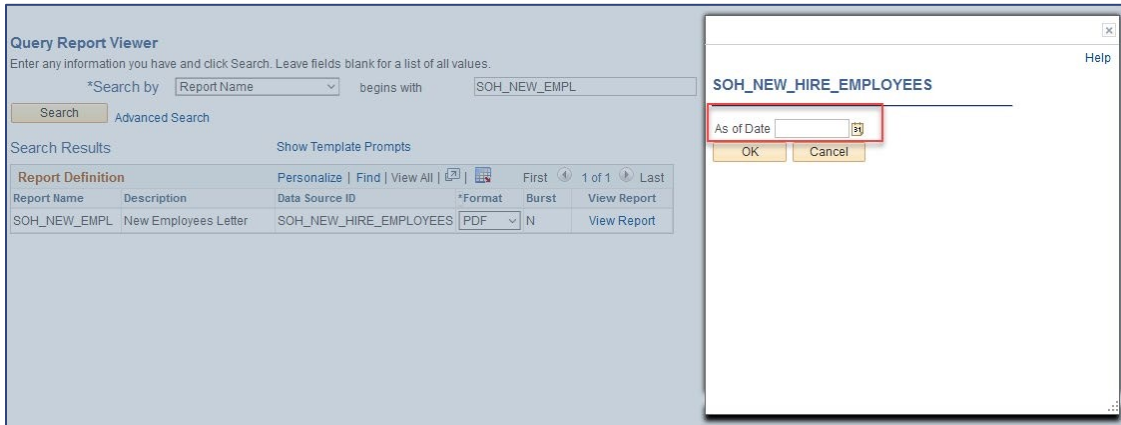


7. Click the **View Report** link

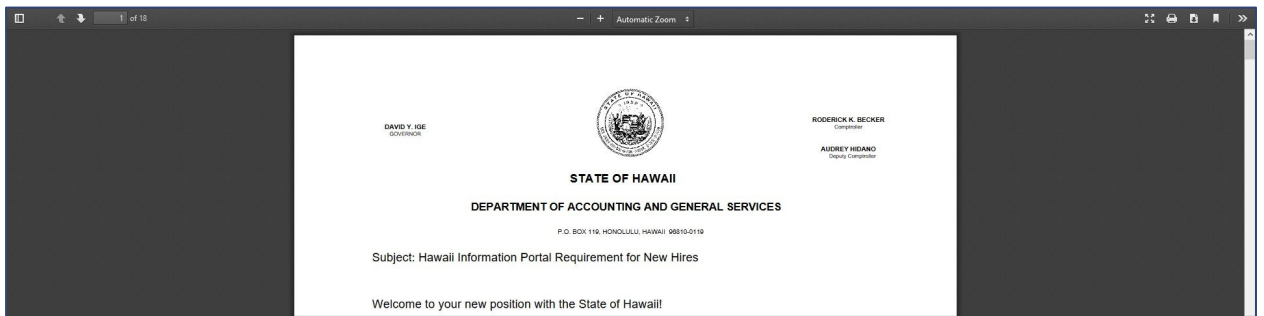


| Report Name | Description | Data Source ID | *Format | Burst | View Report |
|--------------|----------------------|------------------------|---------|-------|-----------------------------|
| SOH_NEW_EMPL | New Employees Letter | SOH_NEW_HIRE_EMPLOYEES | PDF | N | View Report |

8. The query prompt displays. Enter the effective date you would like all HIP ID letters to display. For example, if you run this process daily you would use the current date each time. Click **OK**



- A **PDF** document will popup containing the letter(s) returned base on the “**As of Date:**” entered in the prompt. Please be sure that you have pop-ups enabled.



- From here the letters may be printed for distribution to your new employees.

Please note that once an employee accesses the system and changes their password, the letters will continue to only show the original temporary password issued. You will not be able to see the new password the employee establishes. The employee should contact the HIP Service Center if they have any problems logging in and accessing the system with this information.

HIP Service Center

(808) 201 - SERV