

STREAMLINED PROVISIONING PROCESS

Steps	Notes
1. Create/Maintain Position and Conduct Recruitment	Faculty/Temps – at the college level Staff – through HR
2. Submit New Hire Form in BUworks	Submitted by payroll coordinator, manager, or HR
3. Complete all Approvals	BUID# assigned automatically
4. Access provisioned automatically	This includes email, employee self-service, wireless, and VPN
5. Employee completes Parts 1 & 2 of I-9	Within 3 Days of Start Date (or earlier)

If I-9 is incomplete, systems access deactivated after 3 days.

Deactivation not live until December.



New staff and faculty are automatically invited to create their BU email/ Kerberos account (you no longer need to contact HR or IS&T to initiate the process).

If your new hire won't physically be in Boston in their first three days of employment, they may complete the I-9 remotely.
To initiate this process, please visit: <http://tinyurl.com/BUremotel9>

Emails from HR and IS&T have been combined (you no longer need to contact onboard@bu.edu to initiate the I-9 process, instructions are sent to the new hire automatically).

Managers and Payroll Coordinators,



25 Buick Street
2nd Floor – Human Resources
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We are writing to provide you updates on changes that BU is implementing in September to streamline onboarding and provisioning for paid staff and faculty. These changes greatly simplify and speed up the process of granting BU email, employee self-service, wireless, and VPN access.

Employees automatically receive their account creation invitation to their personal email account once the BUworks hire form has been submitted and fully approved.

Please note: All BU employees who are not U.S. citizens or lawful permanent residents must verify their employment eligibility by completing a Form I-9 at ISSO within three days of beginning employment.

Additional information, including location and appointments, can be found at the ISSO website (<http://www.bu.edu/isso/>).

Contact HR at 617-353-2380 or onboard@bu.edu with any questions.