



HR Liaison I-9/Onboarding Smartsheet Dynamic View

HR Liaisons now have access to a new Dynamic View that they can use to monitor their new hires' progress in the onboarding process, including I-9 completion and onboarding packet completion.

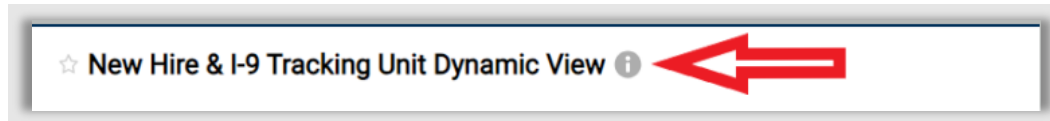
[Click here to open the Dynamic View for your unit](#)

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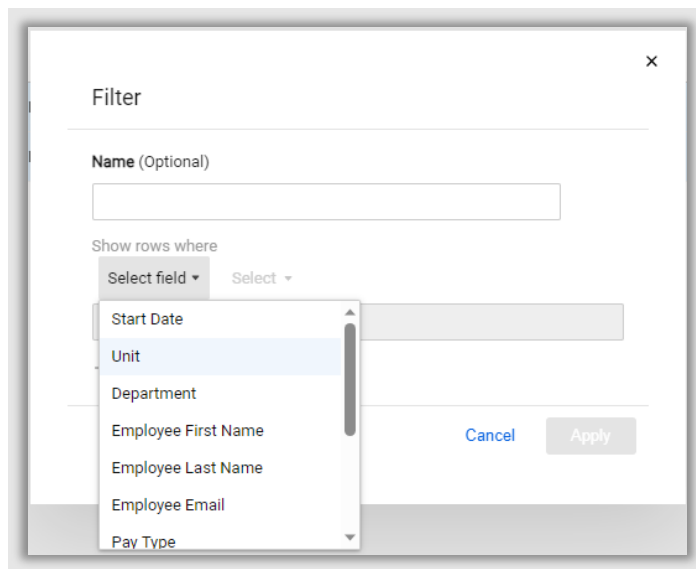
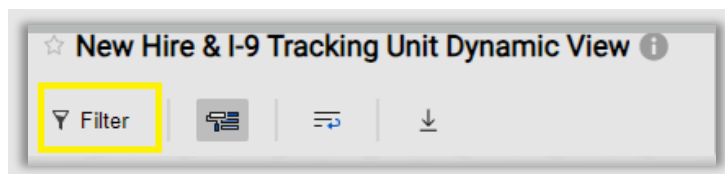
Use help text in column headers

Users can click on the information icon to view helpful text that corresponds to data in the Smartsheet fields.



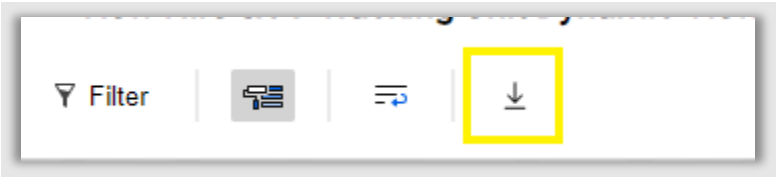
Sort and filter rows

Users can sort rows by clicking on a corresponding column. In addition, Filter options can be used to filter by start date, department, I-9 completion status, etc.



Export sheet

Data can be exported to an excel sheet to allow users to easily send data to colleagues.



View details for a new hire

Get high level details on the new hires by clicking any row to open the details panel.

Smartsheet Dynamic View

CA

	Employee First Name	Empl Name
IR-Human Resources AVP	Test	Persc
IR-Human Resources AVP	Test	Persc

Details

Data

Start Date

The effective date of hire. If Start date change occurs this can impact Form I-9 compliance, pay, benefits

04/04/24

Employee First Name

First name of employee as entered on the Hiring Proposal. If any discrepancy is found regarding the employee's legal name, data is updated by UHR.

Test

Employee Last Name

Last name of employee as entered on the Hiring Proposal. If any discrepancy is found regarding the employee's legal name, data is updated by UHR.

Person 2

Employee Email

Employee email provided on the UGAJobs application. May change to UGA email if applicable.

CA Chris Allinger

I-9 Required?

Candidate is required to complete a Form I-9.

Yes

I-9 Outreach Date

Date Smartsheet daily emails start. Will continue until marked as complete.

03/27/24

I-9 Completed Status

See Dynamic View Description (! next to the Title on main view) for details.

How frequently is the view updated?

The Form I-9 completions will be updated in real time as they are processed in UHR. The onboarding packet completion data will be updated periodically.