Employee Onboarding Support Information

Introduction

The University requires that all staff have accepted an offer of employment and have completed their onboarding tasks before they officially commence undertaking work at the University. The staff member is responsible for completing these onboarding tasks which are accessed through Staff Services Online (SSO).

STAFF SERVICES ONLINE (SSO)

Procedure

Staff Onboarding

Upon acceptance of the offer of employment, the staff member will receive a subsequent email prompting them to complete the onboarding tasks. Access to onboarding may take up to 1 hour after receipt of the "Welcome to UoA email. It may be useful to have the following information (if applicable) on hand before starting to complete the onboarding tasks in SSO:

- Passport
- Visa
- Qualifications
- Bank Details
- Tax Details
- Emergency contact details
- Working with Children Check/DCSI (is required for prescribed roles – please call the HR service centre to find out if the position is a prescribed role)

Where the staff member has previously supplied information to the University this will be pre-populated in onboarding therefore the staff member will be required to simply verify this information.

It is a requirement that the onboarding task is complete before the staff member can commence work.

The following quick reference guides are available to assist with completing onboarding in SSO:

- How to Access and Complete Onboarding QRG
- Onboarding – Add VISA Details QRG
- Onboarding – Add Citizenship and Passport Details QRG

- [Onboarding – Add Bank Details QRG](#)
- [Onboarding – Add Tax Details QRG](#)
- [Onboarding – Add Qualification Details QRG](#)

Evidence of Australian Citizenship - Employment is subject to the staff member obtaining and retaining a legal entitlement to work in Australia and staff must provide documentary evidence of this. Following changes to Australian citizenship laws (responsibility of the Department for Immigration and Border Protection), Australian citizens can provide:

- Their passport bio page
- Their citizenship certificate or
- Their birth certificate, but only if you were born prior to 20 August 1986

Induction

Staff are expected to receive an induction when commencing work in a new area of the university. Please refer to the University's [Staff Induction](#) website for further information

IT Access

Once employment has been accepted the staff member is allocated a staff ID number and email address.

Staff who have been identified as having a previous relationship with the University (eg. staff, student or other), will continue to use the same 7-digit ID number previously allocated.

Please refer to the [Information Technology & Digital Services website](#) for instructions on setting up/changing your password.

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au