Academic Affairs								HR								Academic Affairs						Anyone
First Name	Last Name	DC	Dept2	Effective	All forms received for leveling	Sent to VPAA for Leveling	LVL	Sent to HR to issue NHP	NHP Sent to New Hire	I-9 Email Sent	I-9 Info. Received	NHP Completed	Hired in CC	Transferred to ADP	Everify	ADP #	NHP Sent to AA	Entered into Banner	Banner ID	IT Request Form sent to VPAA	IT Request sent Form sent to IT	TY Email Sent	Name & ID sent to Trish Dionne	Notes