Ohio Lottery Onboarding Future State

Phase

New Hire

- Accepts Job
- Starts Job

HR

- Sends email notification to appropriate parties
- Mails forms to new hire to be filled out
- Recieves forms & fills out
- Mails or hand delivers forms back to HR
- Receives completed forms from new hire
- Sends necessary info to DAS

Hiring Manager

- Receives email
- Fills out ARF and submits to IT

General Services

- Receives email
- Construction of workspace; issues certain assets
- Need state vehicle?
- If no, notify HR of a complete and ready workspace
- If yes, call region to see if they have a spare available vehicle
- Is vehicle available?
- If yes, assign new hire to vehicle
- If no, find a vehicle from another region

IT

- Receives email
- Receives ARF from hiring manager
- Inputs info from ARF into ME system and assigns out
- Create user's domain account in active directory
- Add user to requested/approved groups
- Grant requested/ approved database access on the main page of service request
- Enable email box in FIM
- Add new hire to requested email distribution groups
- Imaging new PC
- Enable/request software
- Registration & Manual Installs
- Predeployment
- Deployment
- Setup Intranet Account
- Update user's Intranet account to include email address
- Employee has an office?
- Setup and provide IP phone
- Update IP phone list & employee record
- Setup & Provide smart phone/table (if necessary)
- Update smart phone list

DAS

- Receives info on new hire from Lottery HR
- Builds new hire into the Cloud/Mobi system