Completing the First Day Confirmation

What is the First Day Confirmation?

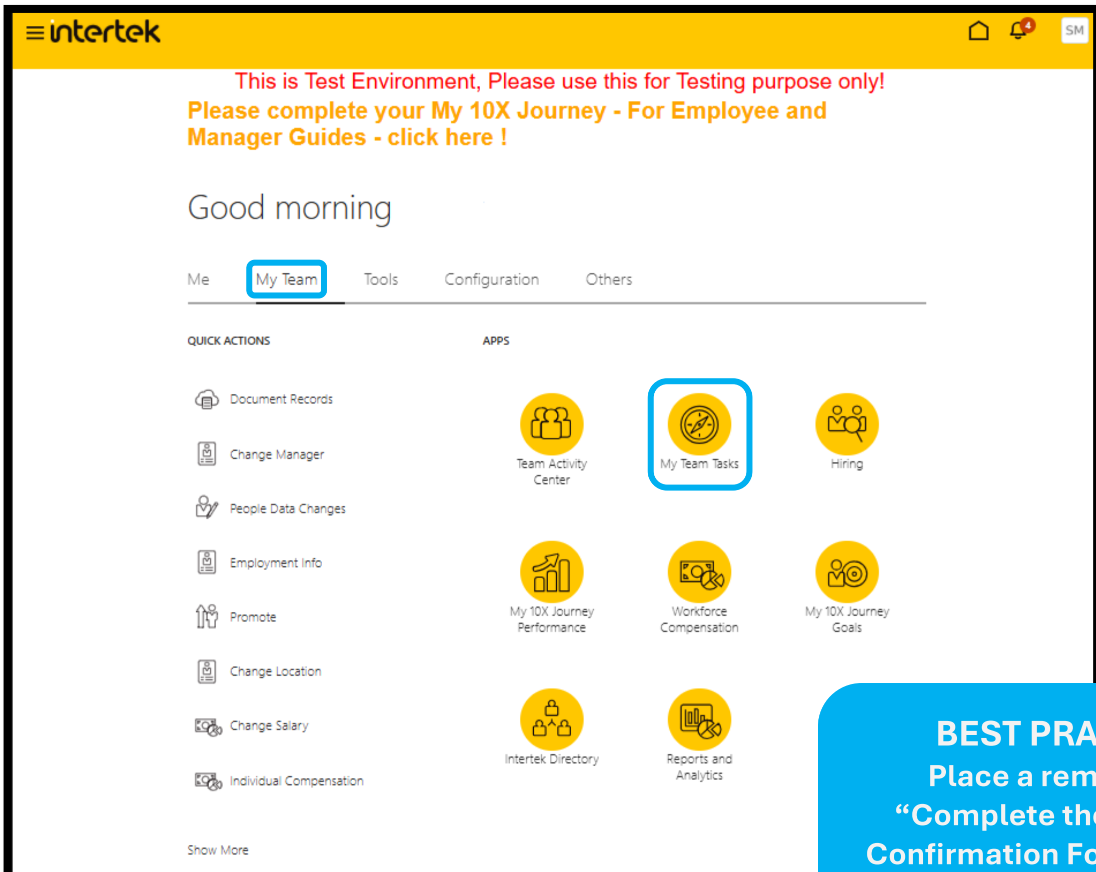
It's a form the hiring manager completes to confirm your new hire has showed up for their first day of work and can be processed for **HIRE**. Payroll will not 'hire' the employee into company systems until this confirmation is complete, which is why it's best to complete ASAP on their first day.

Once the candidate is cleared to start, you will receive a notification from Fusion to complete the First Day Confirmation.

- This form **should not** be completed until the candidate shows up on their first day of work.
- Ensure to complete this **ASAP** on the employee's first day to avoid any delay of any hiring processes or system access.

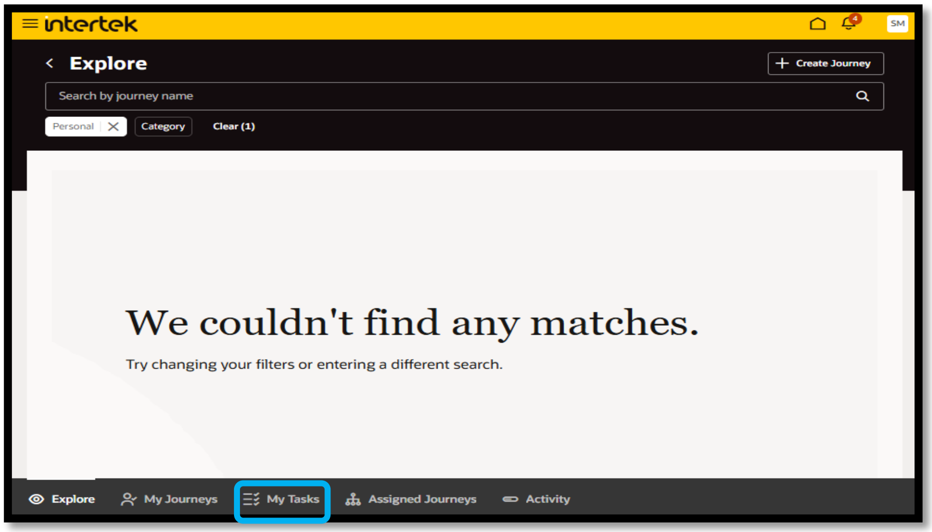
To access the First Day Confirmation Form, perform the following actions in Fusion.

1. Log into Fusion, go to the ***My Team*** tab and select the ***My Teams Tasks*** tile

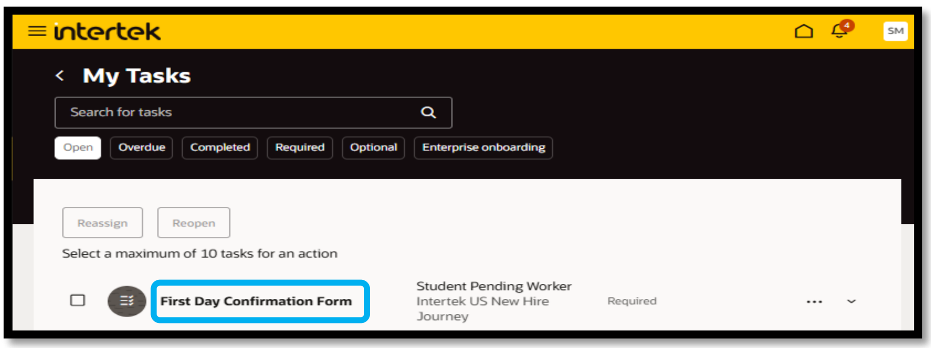


BEST PRACTICE
Place a reminder to "Complete the First Day Confirmation Form" on your calendar for the morning a new hire is scheduled to start. Once they show up, complete the form!

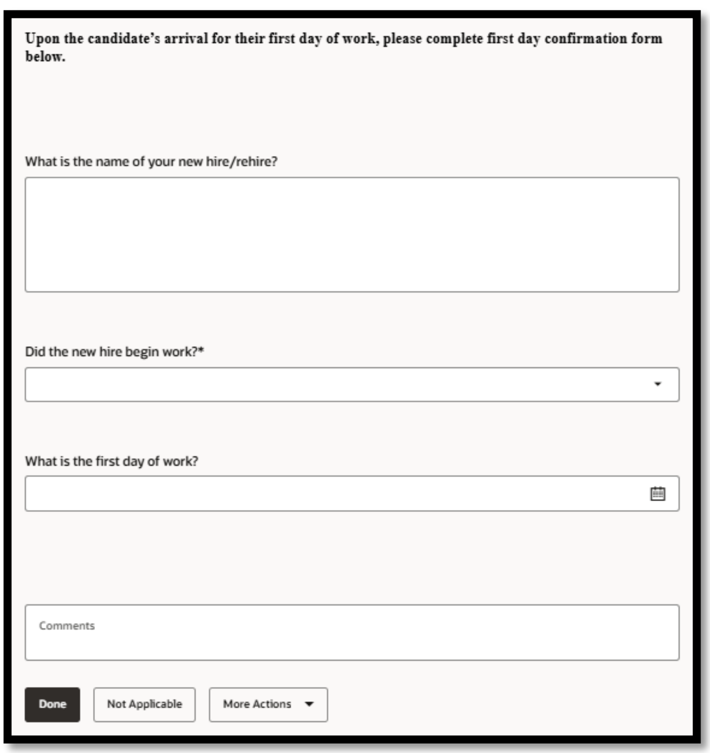
2. From the **Explore** tab**,** select the **My Tasks** tab at the bottom



3. Select the ***First Day Confirmation Form*** for your new hire from the list. You may also use the search bar.



4. Input the required information to complete the form with the new hire's ***name*** and ***start date***. Click ***done***.



If your new hire does not begin work on the expected start date, simply wait to complete the ***First Day Confirmation Form*** on the actual hire date.

If the new hire is no longer joining Intertek, you may select ***No*** on the form. Also, notify the Recruiter on the requisition to cancel the hiring process.

Completing First Day Confirmation Form – Frequently Asked Questions

QUESTION: What do I do if my new hire does not show up on their first day?
ANSWER: Attempt to contact the candidate to see if there was miscommunication. If the candidate is no longer joining, notify the Recruiter and HR Manager. Ensure the First Day Confirmation form is completed appropriately to indicate the candidate is no longer joining. You can then work with the Recruiter to select another candidate if a secondary candidate is available, or the Recruiter can repost the position.

QUESTION: When do I fill out the first day confirmation form?
ANSWER: Once a new hire reports to work on their first day, the Hiring Manager must fill out the first day confirmation form to complete the new hire process. If the first day has changed, wait until the new start date to complete the form, indicating the updated start date on the form.

QUESTION: How does a relocation or sign on bonus get processed?
ANSWER: If a relocation assistance or sign-on bonus was included in the candidate's offer, the Hiring Manager will be required to enter these payments through the Fusion MSS process. The Hiring Manager will receive a reminder notification from ORC to enter this payment within the candidate's first week of work to ensure timely payment.