PA Form Rec’d   
 Application   
 Resume   
 Transcripts

Write offer/appointment letter

Submit CORI

Results Rec’d

Physical Scheduled – executed by potential candidate

Results Rec’d   
 Physical Form on file

Ethics Training Link Sent   
 Certificate Rec’d

Notify IT Last Name, First Name, Department & cleared for accounts

Give Data Entry and Benefit Add Form to PR

Tufts Enrollment   
Date effective:  
Plan Type:  
Deduction Amt:

Delta Enrollment  
Date effective:  
Plan Type:  
Deduction Amt:

Send FSA to CPA   
Add name to FSA spreadsheet:  
Issue FSA SPD:

Boston Mutual Enrollment Mailed   
Issue B.M. SPD:

Norfolk County Registration Mailed   
Mail SSA-1945 to N.C.:

Fax OBRA

I-9 Complete & added to active book

Personnel file completed & filed