Off-Cycle New Hire Workflow

Purpose
The purpose of this workflow is to outline the responsibilities and required steps for Program Administrators managing off-cycle new hires. This process ensures timely coordination, compliance with Graduate Medical Education (GME) and institutional requirements, and readiness for onboarding and employment start dates.

Step 1: Submit New Hire Intake Form

Submit the New Hire Sheet to Folder 1 in the GME New Hire Intake Forms OneDrive location.

Step 2: Exceptional Candidate Review

If the trainee is being hired as an exceptional candidate (no prior US training), review your specialty specific eligibility requirements for additional guidance. If GMEC approval is needed, send the following materials to Laurie for GMEC Review:

1. Applicants' CV
2. A statement regarding the candidate's exceptional qualifications which may include one or more of the following:
    a. participation in additional clinical or research training in the specialty or subspecialty;
    b. demonstrated scholarship in the specialty or subspecialty; and/or
    c. demonstrated leadership during or after residency.

Exceptional candidate appointments require GMEC approval before onboarding can proceed.

Step 3: Submit Visa Information

If applicable, submit all visa-related documentation to Deb for J-1 visa sponsorships or submit **H-1B intake** form online (goes to Laurie for review) for H-1B sponsorships. **This step is required only for trainees requiring visa sponsorship.**

Step 4: Review Onboarding Packages

Review the trainee's onboarding packages in MedHub through the trainee profile and monitor completion requirements. The first package, **BIDMC New Hire Onboarding AY26-**

27, must be completed before the second package is triggered, **AY26 BIDMC Orientation Videos**.

Step 5: Schedule Fit Testing

One month prior to the start date, schedule the trainee's fit testing appointment, **ideally on or near the start date.** If there are any issues with fit testing appointment availability, please contact the GME Office for assistance. **Employee Fit Testing - BIDMC**: https://portal.bidmc.org/ECmyresources/myResources/Employee-Occupational-Health/Respiratory-Protection-and-Fit-Testing/Employee-Fit-Testing

Step 6: Coordinate HR Appointment

Three weeks prior to the start date, follow up with Laurie to coordinate the trainee's HR appointment. Once the appointment date and time are confirmed, send a calendar invite to all relevant parties and ensure the trainee knows to bring their original required I9 documents to the meeting.

Step 7: Submit IS Ticket

Three weeks prior to the start date, determine whether the trainee has a Workday ID (check in MedHub) and submit the appropriate IS ticket for Epic training and other required system access.

Step 8: Complete Workday Tasks

Prior to the HR appointment, the trainee must complete all assigned Workday tasks and onboarding requirements.

Step 9: Badge Pickup

On the trainee's start date, confirm completion of all onboarding requirements, including both MedHub onboarding packages, assigned Workday tasks, HR appointments, and fit testing. Direct the trainee to pick up their badge from the Security Office.

Additional Notes

The GME Office will submit the Workday ID request and coordinate the trainee badge printing process as part of onboarding activities.