Early Onboarding Activities

DLC

- Complete Hire/Change Transaction in Atlas
- Prepare for New Employee
- Initiate Kerberos-dependent Activities

Service Center process + overnight data feed

Email to DLC HR contact

HR

- Process New Hire Communications

Letter to employee’s home address

Email to DLC HR contact

Employee

- Create Kerberos; Install Certificates
- Complete Atlas for New Hire Activities Online
- Attend In-person Orientation

Next Day

On or Before 1st Day

Visit Atlas S.C. for ID Card and I-9
On Scheduled Day