

**New Hires**

All new employees are required to attend RightStart on or before their first day of employment. If there are extenuating circumstances which prevent an employee from being on campus on or before their first day, their HR departmental contact should notify their Service Center Employment Representative as soon as possible.

At certain times during the academic year (e.g., at the start of each semester), HR may experience a large number of new hires. We are prepared to handle large groups efficiently, and can work with individual departments, areas or groups who anticipate a significant amount of hiring during peak times.

If your new hire is unable to attend RightStart during normal business hours, contact your Service Center Employment Representative to discuss other options.

**Rehires**

If more than one year has elapsed since an employee has worked for USF, they must come to RightStart again to complete new hire paperwork prior to starting work. If an employee has been separated from the university for less than one year, the department may appoint him/her by completing an Appointment Status Form and attaching the signed offer letter. Once the rehiring process is completed and updated in GEMS, the employee may access GEMS Self Service to update their personal information.

**Orientation**

New employees do not enroll in benefits at RightStart. There are a number of benefit choices available to the new employee. To provide time to review options, new employees are encouraged to review benefits information on the HR website and complete new employee orientation..