

# APAC - WP2 - Material code creation (ZERS/ZHIB)

## HR Role in the Employee's Onboarding

[Click here for the Onboarding Visual Guide](#)

### INTRODUCTION

#### Why this Moment Matters

The onboarding and first 90 days for new joiners is critical for their seamless integration with our ways of working, purpose and vision. This integration creates a sense of belonging and enables them to get up to speed faster. It also paves the way for creating the right conditions for the newcomer to succeed.

### THE HR ROLE

In line with the People Engagement Journey, Leaders are now fully in charge of their new team member's onboarding experience - from the moment the new hire accepts the offer until they are fully onboarded in the job, the team and the Group. The collaboration between recruiters, hiring managers, Site HR, and HR Operations is crucial to ensure a smooth transition from recruitment to onboarding.

An onboarding digital feature in MY HR Services is available to support leaders in organizing the arrival of their new team members and to welcome and engage new hires during their onboarding.

HR Operations, Payroll, and Site HR users have access to the onboarding dashboard with various roles.

- HR Operations takes the lead in hiring the employee after the recruiter confirms an offer acceptance and the candidate completes their onboarding information, forms and documents.
- Country Payroll teams complete & approve hiring information in Employee Central, hrX and Time Management App once they receive the notification.
- Site HR has visibility in the onboarding dashboard to follow up on the status of new joiner's at their site and are responsible for compliance with local legislation and collection/processing of local forms until the progressive go-lives of country specific onboarding.

Here you will find an [HR User Guide](#) with step by step instructions for My HR Services Onboarding.

*\*Note: From July 2023 onward, the **Home Address** and the corresponding required fields become **mandatory** for **China** Onboardees during Personal Data Collection.*

Do you have any feedback on how we can improve this page for you? Please click on this [feedback link](#).







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- [Buddy Program Guidelines](#)
- [Onboarding Best Practices for Managers](#)
- [Organizational Announcement Guidelines](#)
- [Preparing an Employee's Onboarding - Managers](#)
- [Talent Attraction - Guidelines for HR](#)

## Workflow history

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This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Sept 01, 2025	Actor	Type	Activity	Version
Published	 PAVASE, Sanket	Edit	updated the page at 11:18 am  <i>Changed text WP1 to WP2.</i>	
	 KAVLE, Ankit	State	changed state to <b>Published</b> at 10:32 am	v6
To be approved	 KAVLE, Ankit	State	gave <i>Approvers</i> approval at 10:32 am	
		State	changed state to <b>To be approved</b> at 10:32 am	v6
For Review	 KAVLE, Ankit	State	gave <i>Reviewers</i> approval at 10:32 am	
	 PAVASE, Sanket	State	assigned approval <i>Reviewers</i> to  KAVLE, Ankit at 9:18 am  <i>Changed text WP1 to WP2.</i>	
		State	changed state to <b>For Review</b> at 9:18 am  <i>Changed text WP1 to WP2.</i>	v6