

Change of employee start date during onboarding process

What to do when the start date of an employee changes during the onboarding process?

INTRODUCTION

After a candidate has accepted an offer and starts the onboarding process, it happens that the hiring start date is changing. The manager shares this information potentially with multiple actors:

- the local HR -> who also usually informs payroll
- the recruiter
- the HR OPs team

The information of a new start date, after the onboarding was initiated, needs to be shared to the Workforce Data Admin (WDA) team by the **Manager** so that they can correct it either in the Onboarding module (if the ONB process is still in progress), or in Employee Central (if the ONB process was already completed).

WHAT TO DO

Whenever you are informed that the start date has changed and needs to be corrected, **please inform the Manager that they must submit a ticket to the WDA [Service One > Catalog > Human Resources > Onboarding](#) service request and provide the employee's name and new start date.**