

KS – DTS contractor Onboarding process

DTS Contracts (Adam Fenrick)

- Emails the State manager and UTMSP that the candidate is approved to award.
- **MSP** – Acknowledges receipt of email to Adam and State manager, then extends the award to the vendor.
- **Vendor** – Accepts the Award by sending and confirming their candidate's full legal name for onboarding.
- **MSP** - Sends the onboarding request to JoAnn Adams. CC's manager and Adam Fenrick (***See onboarding request template**)
- **DTS Security** – Acknowledges receipt and lets us know onboarding has begun.
 - **Responsible for BCI background check, Internal forms, and training certificates.**
 - **Works directly with DTS Manager and Candidate for form completion and instructions.**
- **DTS Security** – Emails Manager and MSP when candidate has cleared with DTS.

MSP/Vendor onboarding

- **Vendor** submits the followings requirements and This MSP and files
 - Candidate clearance of a 10-Panel drug screen
 - Candidate and vendor signed Temporary Worker Agreement
 - Employment Validation form.
- MSP – Vendor timeline – **less than a week to complete.**

Candidate cleared by DTS Security. (Email to State Manager, and MSP)

MSP

- Confirms vendor onboarding tasks are complete and fully cleared.
- Requests and confirms Start date and first day instructions, from the State manager. Relays to vendor.
- MSP creates the project and timecard in dotStaff.

Vendor

- Sends their employee the dotstaff activation code, with first day instructions.
- Trains their employ on how to enter/submit their weekly timecard for manager approval.

MSP – Final confirmation to the State Manager, that contractor will report on the date and time of first day.

***Note:** Managers may have direct contact information with the Candidate and feel the process is faster / more streamlined to make those arrangements. This can cause issues....

1. Candidate is **not cleared**, and steps missed.
2. Vendor contacts the MSP to confirm they are to start (Manager contacted the candidate directly) but MSP does not have the information to confirm. This causes confusion and delay to reconfirm with the manager.
3. Candidate is not trained on timecard entry. Vendor nor MSP knows they started until after the manager says they cannot enter time.

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***Onboarding request Template**

***Onboarding request email template**

Hi Joann,

We have a candidate that has accepted a project for AGENCY (MANAGER TEAM) Below is the information to contact the Agency and Candidate for onboarding.

AGENCY:

DTS/DHHS

Manager: NAME AND EMAIL

Candidate:

Full Legal Name:

First-

Middle-

Last-

Email-

Phone-

Vendor: *Company and main supplier contact info*

Contact:

Email:

Phone

Project: Posting ID/Project title

116767/Project Manager - KSSOW 23047 - Center for Medical Cannabis - DHHS - Department of Government Operations

Thanks!

UTMSP Team