

****Sample HR Business Partner Notification of New Hire Status****

Dear Hiring Manager,

This is to notify you that **Jane Doe** has been recently assigned as a direct report of yours. She has been entered in Banner and her employee number is Y0123456.

The following information is intended to assist you and **Jane** in procuring necessary Yavapai College computing services, including web and Banner access. Please share this information with **Jane**.

Please fill out the [Onboarding Checklist for Supervisors.pdf](#) to ensure **Jane** receives access to all the resources necessary to perform her job duties. This and other valuable information and tools for supervisors can also be found in the [HR Toolbox](#).