1.0 New Starter – Maintain Supervisor Records

**Manager**
- **Start**
- Complete New Starter Form
- Is New Starter an Employee or Contingent Worker?
  - Yes: Employee
  - No: Contingent Worker
- End

**HR**
- Update Supervisor Field
- Is Employee a Manager?
  - Yes: End
  - No: End

**Department**
- Update Supervisor Field
- Is Contingent Worker a Manager?
  - Yes: End
  - No: End

**Notes**
- Part of Setting up a New Starter in ICIS
- Contingent Worker is set up in ICIS; projected End date is recorded
- During 1st week – Induction; using Manager Self Service