New Lab Hire At Caltech With LSC and Sponsor

- 1. Person approved for hire at Caltech
- 2. Enrollment Manager (Group: CO Enrollment Managers) logs into MyLIGO, selects "Add a New LIGO Person"
- 3. Form loads, prompting for following fields: (perform client side data validity checks in real time as appropriate/possible)

| Attribute | Special Characteristics | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------|--|--|--|--|
| Given | If also a Reconciliation Manager, query REST API for potential matches as this field is updated | | | | |
| Middle | Same as Given | | | | |
| Family | Same as Given | | | | |
| Suffix | Same as Given | | | | |
| Previous LIGO ID | Same as Given | | | | |
| Email Address | Personal, deliverable address (eg: gmail); Same as Given | | | | |
| Title | | | | | |
| Affiliation | eg: Staff | | | | |
| COU | eg: LIGO Lab Caltech; LIGO Lab Caltech LSC | | | | |
| Sponsor | Choose from set of Hiring Sponsors, defaults to current user if authorized | | | | |
| Valid From | Default today | | | | |
| Valid Through | Default blank | | | | |
| LSC Member? | Default no; If yes, expose attributes marked (^) | | | | |
| (^) FTE % | | | | | |
| (^) Research % | | | | | |
| (^) LIGO % | | | | | |
| (^) LSC Valid From | Default today | | | | |
| (^) LSC Valid Through | Default blank | | | | |
| Comment | | | | | |

- 4. Form is submitted
- 5. Form is checked for field validations
- 6. Reconciliation is performed against existing Org Identities
 - a. Uses name, email, Previous LIGO ID if entered (or perhaps calculated LIGO ID if not)
 - b. If potential matches and Enrollment Manager is also a Reconciliation Manager (Group CMP Admins), ask to select existing/new identity
 - c. If potential matches and Enrollment Manager is not a Reconciliation Manager (Group CMP Admins), forward to Reconciliation Manager and wait
- 7. Create Org Identity (if new), set to Needs Password
- 8. Create CO Identity, set to Pending
 9. COU Manager (Group Admin: COU) notified
- 10. COU Manager logs in, sees pending requests (optionally grouped by Org Identity)
 - a. Optionally edits submitted form and approves request
 - b. If rejected, comment is added, CO status set to Denied, Enrollment Manager notified
- 11. Identifiers and Kerberos principal assigned/created
- 12. Other Provisioning mail delivery, etc
- 13. Enrollment Manager, New Enrollee, COU Enrollment Notification List notified
- 14. Enrollee sets password
- 15. Enrollee completes additional form data

| Attribute | Special Characteristics | | | |
|-------------------------------|-----------------------------------------------------|--|--|--|
| Address | Work | | | |
| Phone | Work, Mobile, Fax | | | |
| Delivery Email Address | Can be edited, this is same as prompted for earlier | | | |
| Additional Email Addresses | (For Sympa to accept for delivery) | | | |
| Author Name | COU dependent | | | |
| Preferred Name | | | | |
| Demographic Self Report | | | | |

16. CO Person set to Active

| It is probab problem. | oly desirable to drive a | an initial population of | group membership | os from COU+Affili | iation. This is pretty | y much a Grouper/0 | Grouper loader |
|-----------------------|--------------------------|--------------------------|------------------|--------------------|------------------------|--------------------|----------------|
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