

# Starter Process

- It is imperative that Greencore's headcount is managed/monitored by the OpenHR system
- All new starters must have a record on the OpenHR (this includes interim or agency)
- IT will not create a new IT user if the new starter isn't on OpenHR
- OpenHR feeds information into other Greencore systems
- Payroll will not accept starter information directly, they must be processed via HRSS
- Interim/agency basic new starter information should be provided to HRSS (name, job title, business team, dept code and manager)

