

Site Administrator's Handbook

Office of Education
Central California Conference
of Seventh-day Adventists
2017

Dear site administrator,

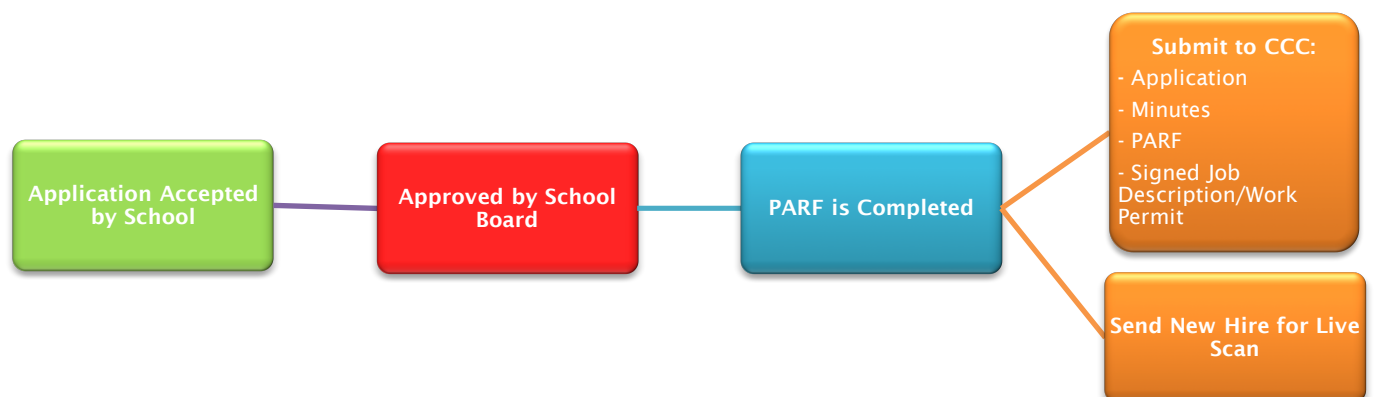
Thank you for helping the Central California Conference of SDA (CCC) with the hiring process for new employees at your school. In an effort to make things run as easily and smoothly as possible, we created an employment workflow in order to help you with the process.

Step 1: Items you are responsible to obtain and return to us:

1. **Employment Application** (<https://ccchr.adventistfaith.org/hr-resources-forms>)
2. **School Board Minutes**
These are the board minutes stating the voted action for the approval of the new hire's position, pay rate, and number of hours to be worked per week.
3. **Personnel Action Request Form** (<https://ccchr.adventistfaith.org/hr-resources-forms>)
Please try to complete it as much as possible. Keep in mind that all non-student hourly employees must have a pay rate that falls within their wage step category. If there is need for variance due to special circumstances (i.e. different minimum wage for your city), the board minutes must state the reason for the requested rate and will be subject to CCC approval.
4. **Signed Work Permit** (For Student Workers Only)
The permit must be signed by both the student and the employer representative prior to submission. **Please note that any student work agreements must also be submitted at this time.*

OR

5. **Signed Job Description** (For All Non-Student Classified Employees)
Each job description must be signed by both the employee and the supervisor and must be provided for both non-exempt and exempt employees. Guidelines and templates for creating job descriptions are available upon request.
6. **Live Scan Fingerprinting** (For All Non-Student Employees)
Upon School Board approval, send all non-student prospective employees to be Live Scan Fingerprinted.



Step 2:

- The entity will be alerted that the paperwork was received by CCC and upon acceptance by the Office of Education, both the entity and prospective employee will be notified to begin the HR Onboarding process via the Onboardcentrics Software. The link to log-in to the software will be sent by the Office of Education to the e-mail address listed on the prospective employee's employment application.
 - The site administrator will be able to monitor the progress of the prospective employee's paperwork through the "My Reports' Tasks" pie chart on their Home page and will be alerted when a countersignature is required in their "Incomplete Tasks" list.

Please keep in mind that the prospective employee cannot begin employment before the completed paperwork has been reviewed and approved by the CCC Office of Education.

Step 3:

- Once the completed paperwork has been received, reviewed, and approved by CCC, the Office of Education will provide the entity with an official notice of approval for the employee to begin working.

Tips and Hints for the New Onboarding Software:

- With the new onboarding system, we foresee that it will not take more than 20 minutes for the employee to complete all the employment paperwork. Once the first form is filled out, the software will populate the remaining forms with the same information.
- Forms are "signed" electronically with the user's password in place of a written signature.
- All forms must be previewed before they can be signed and submitted. The system will not allow the user to sign until this step has been taken.
- For visual work flows to aid you with the new processes, please refer to pages 4 & 5 of this document.

For Questions or Concerns, Please Contact:

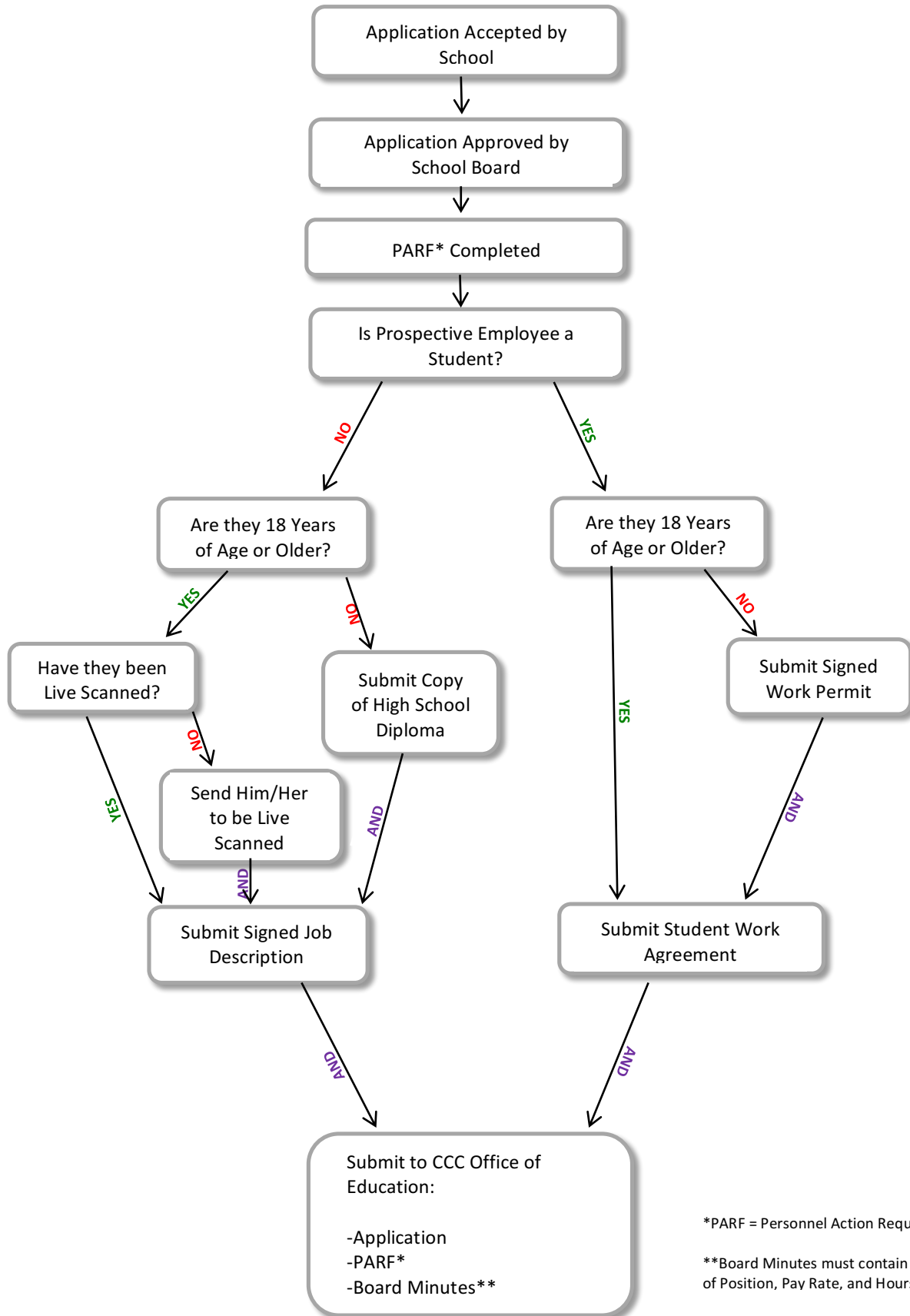
Jessica Maynez

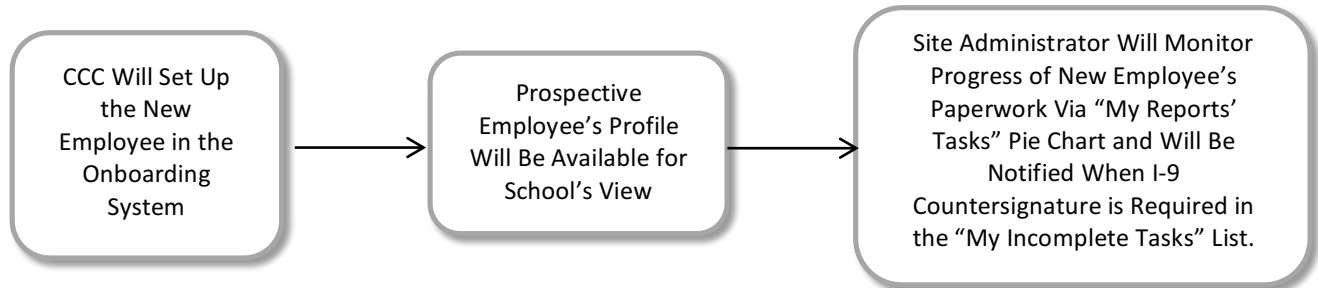
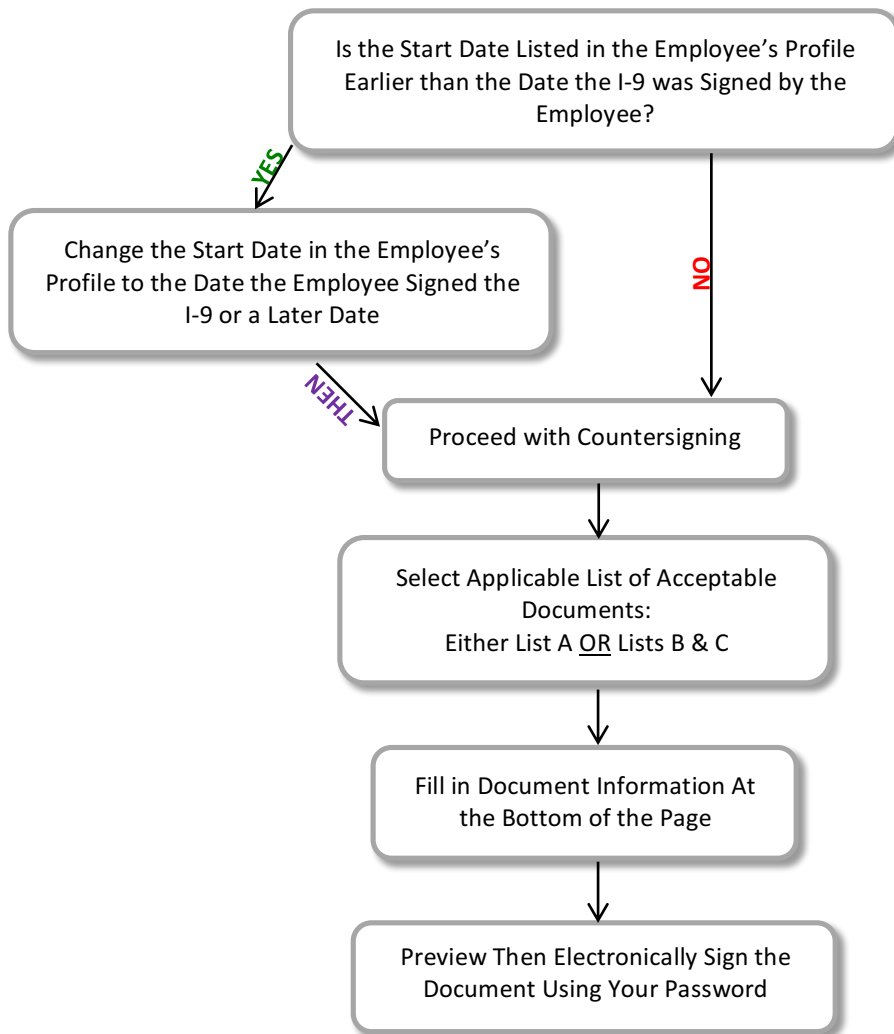
Administrative Assistant, CCC Office of Education

Phone: 559-347-3055

E-mail: jmaynez@cccsda.org

Work Flow for All Classified and Student Workers



Work Flow for Onboarding**Work Flow for Countersigning the I-9**

****Please note that the START DATE cannot be earlier than the DATE the employee SIGNED the I-9. If the employee works prior to signing the I-9 and prior to being given the final approval by the Office of Education, it will be considered unauthorized employment and the school will be responsible for issuing an 80% check to the employee for the hours worked and will be subject to a \$1,000 fine for pre-authorized employment.**