



Board Agenda Item #	Agenda # IV. A- Discussion Item
Date:	12/13/2018
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer
RE:	HR Updates

Proposed Board Motion

This is an information item from MPS Human Resources Department.

Introduction

This information is for the MPS Board of Directors on MPS Human Resources Department's support to the school site leaders. The below list is what Human Resources Department does to serve all ten schools including the Home Office.

- Pre-hiring
- On-boarding
- Paycom Setup (Paycom is Magnolia's online HR and payroll software system)
- Termination
- Employee Relations
- Compliance Oversight
- Benefits
- Paycom Customer Service
- MPS Principals Training
- Legal
- MPS Policies and Procedures

Budget Implications

- None

Exhibits (attachments):

- Appendix-A
- Appendix-B
- Appendix-C

HR PROCESS	ACTION TITLE	HUMAN RESOURCES (HR) DEPARTMENT DELIVERABLES	PRINCIPAL/SCHOOL SITE HIRING MANAGER (SCHOOL ADMIN) (IF APPLICABLE)	REASON WHY PRINCIPAL IS INVOLVED (IF APPLICABLE)
PRE-HIRING	JOB FAIRS	HR attends various job fairs to find qualified teachers to all MPS schools (usually starts from March to May)	N/A	N/A
	JOB DESCRIPTIONS	HR provides job description templates to principals if missing in Paycom.	School admin edits the job description if necessary	Even though the job descriptions would be the same, each school site may require specific duties based on the location needs
	JOB REQUISITION PIPELINE (see Appendix-A Slides 2 to 12)	HR helps the school admin when needed regarding job posting in Paycom. COO reviews and approves the job posting.	School admin requests the job posting to be published. All applications that are received are reviewed	The job requisition needs to be done at the school level depending on the schools' needs.
	INTERVIEW	HR joins the job interviews when requested and provides interview questions if needed.	School admin schedules all interviews and chooses the candidate.	School admin always want to find the most appropriate candidate for their site and for the position they want to be filled.
ON-BOARDING	NEW HIRE REQUEST FORM (see Appendix-B)	HR prepares and updates the "New Hire Request Form" and sends it to principals. HR reviews the form and makes sure that all fields are completed. CFO/COO approves the form.	School admin emails the "New Hire Request Form" to the newhire team for COO/CFO/HR attention.	Site administrators are the ones who conduct the interviews, assign special tasks and hours and all stipends to the newly hired staff. Therefore this needs school principal to be taking the lead.
	PAY SCALE	HR enters the employee information in MPS pay scale to calculate the salary. HR revises pay scale when needed.	N/A	N/A
	OFFER LETTER	HR prepares offer letter and sends to the hiring manager and follows up with the candidate.	School principal reviews and signs the offer letter.	Because he/she is the one who assigns all stipends, special tasks which would define the salary offered.
	LIVE SCAN FORM	HR checks the results via DOJ/FBI system. Once the result is in the system, HR prepares the background clearance letter and/or informs the school sites accordingly. (HR also sends live scan form if necessary.)	School principal emails the "Live Scan Form" to the candidate.	Because the principal is the first point of contact after the offer is accepted, the candidate usually reaches out to the hiring manager regarding next steps
	TB TEST	HR makes sure that TB test request has been done by the school admin.	School principal requests TB test from the candidate.	Because the principal is the first point of contact after the offer is accepted, the TB test is usually requested by the principal
	CREDENTIAL	California requires any teaching staff to have valid certain teaching credentials for all the subjects he/she is expected to teach. HR checks the credential via CTC website and advises school admin if any necessary action is needed. When needed, HR follows up with the documentation.	School admin reviews the credential status of the employee if necessary and gets HR consultation.	School admin makes sure during the interview that candidates have appropriate credentials to be able to teach specific courses. California law and authorizers require any teacher who teaches in a classroom to have a valid teaching credential and specific English Language (EL) authorizations. Without these credentials we cannot hire anyone.
	NEW EMPLOYEE QUEUE (see Appendix-A Slides 19 to 32)	HR enters all necessary information of the employee based on the new hire request form into Paycom and activates the employee's Paycom account.	Principals review all the steps in Paycom one last time.	The employees account will be set up based on those final information. Therefore, it is very important that HR and school admin review the information together to make sure that everything is correct.
	DOCUMENTATION	After the employee is given access to Paycom, HR makes sure that all documents are uploaded. HR also follows up with the Principal regarding I-9 form, STRS/PERS retirement forms to be completed.	Principals also follow up when needed.	Principal is involved in case HR can't contact the employee and has not received any response after several notifications.
	MANDATORY TRAINING (see Appendix-C)	HR assigns an account through an online program called Safe Schools to complete all mandatory trainings (see Appendix-C). HR generates completion reports and shares with the school site admin team for follow up	Principal reminds employees about the trainings and makes sure that all trainings are completed before the due dates.	Even though, the Paycom system sends notifications to the employee and HR reminds repeatedly, in case the employee fails to respond, the principal must intervene as the representative of MPS on the site.
	FORM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)	This is a federal form of Department of Homeland Security which requires all employers to have their employees to fill out/sign within the first three days of employment. This is to verify that each new employee is authorized to work in the United States HR reminds and audits all forms to be completed correctly. All I-9 forms and related documents are to be kept in a separate folder than the personnel files	Principals collect and verify the provided documents and complete the form accordingly.	The I-9 form needs to be signed at the workplace within the three days of employment and the original documents (driver license, social security card, passport, etc) need to be present
PAYCOM SETUP	BENEFITS	HR makes sure that all full time employees' benefits are activated and sent to payroll. MPS provides the following benefits to the employees defined in the employee handbook: Retirement, Medical (including dental, vision), life insurance.	The principal budgets for each position at his/her site. Each position is set up as exempt employee or non-exempt, or hourly non-exempt employee in Paycom. Principal reports the status of each employee to HR. HR makes sure that it's reflected correctly with payroll.	For hourly employees, there is a threshold for being eligible for retirement and/or medical benefits. Therefore, the principal needs to make sure that enough funds are budgeted for each position to cover those expenses.
	ACCRUALS	HR sets up all necessary accruals (bereavement, floating holidays, sick hours, vacation hours) based on the status of the employee.	HR does not need anything from the principal for system setup. HR requires principals to follow up that the numbers are correct and up-to-date.	Because sometimes employees get sick and/or forget to ask for time off before being absent at school, Principal, as the site director, must make sure that each employee's time off accruals are updated in Paycom.
	EARNINGS/DEDUCTION	HR sets up retirement deductions. If employee declines benefits, HR adds the medical stipend earning. If teachers choose to participate in summer holdback program, HR sets up the deduction accordingly.	HR requires principals to follow up that the deductions and earnings of each employee is correctly reflected to his/her paycheck.	For hourly employees, there is a threshold for being eligible for retirement and/or medical stipend. Therefore, the principal needs to make sure that enough funds are budgeted for each position to cover those expenses.
TERMINATION	NOTIFICATION	Notification of termination is sent by the school admin.	The Principal notifies HR, Payroll and IT by emailing terminate@magnoliapublicschools.org	Because the principal is the direct supervisor, the request comes from the school level
	EXIT INTERVIEW FORM	Each terminated employee is requested to fill out an exit interview, if possible	Principals complete personnel action form (PAF) to terminate the employee in the system and forwards the request to COO/CEO for approval	To keep a data of turnover rate, principals should have the employees fill out the exit interview form
	SYSTEM INACTIVATION (PAF)	HR sets up the protocol in Paycom for all Personnel Action Forms (PAF) including the PAFs for terminating an employee.	Principal does all the PAF for the status change of the employee	Because the Principal is the direct supervisor of the employee, all PAFs are done by the direct supervisor. This also helps the principal to start for recruiting a replacement ASAP.
	FINAL CHECK	HR checks the paycom system for unused sick hours and communicates with payroll. Coordinates with IT department to cancel magnolia email account. If an employee leaves voluntarily without an advanced notice, MPS has 72 hours to prepare and send the final check. If MPS terminates an employee, the terminated employee must be given his/her final check at the time of the termination.	Principal sends the final check request form where it includes the last salary payment, sick hours, any pending reimbursement, and summer hold back refund (for teachers only).	Principal makes sure that the terminated employees are paid correctly. In most cases a terminated employee may have unpaid reimbursements or some time off requests not entered into Paycom yet. Principal communicates with the employee as the MPS representative to make sure the final check of that particular employee is 100% accurate and will not cause a possible future lawsuit.
EMPLOYEE RELATIONS	SURVEYS (FOR 2019-20 SCHOOL YEAR)	HR plans to conduct surveys to get feedback from the school sites and take this back and study to set goals on how to strengthen the HR department to give a better service to all stakeholders	N/A	N/A
	INVESTIGATION OF STAFF INCIDENTS AND REPORTING	In case of any incident of a staff member against another staff or a student or any other stakeholder, HR collects all related incident statements and schedules interviews with the related parties. Accordingly, HR prepares the report and gives recommendations and sends pertaining reports to the related school admin, the home office support team and/or the CEO.	Principal informs HR about the incident and requests assistance	When any incident occurs at the school site, it is the principal's responsibility to interact with all parties to make sure all stakeholders are provided with the right to speak in a safe school environment.
	RISK MANAGEMENT	HR follows up worker compensation claims and leaves of absences	If injury happens, the Principal files a claim in Charter Safe (one of our service provider)	When any incident occurs at the school site, it is the principal's responsibility to interact with all parties and make sure the staff and the school runs safely and smoothly.
	STAFF CLIMATE REPORTING (FOR 2019-20 SCHOOL YEAR)	HR plans to have round table discussions with the employees to understand the school site climate and support the employees in any way	Principals will be required to provide neutral space for HR and the staff to make sure MPS reaches the most accurate qualitative data from individuals.	In the end, HR will communicate the reports with each site principal and the home office support team to make sure MPS plans for the safest school environment where staff, admin, students and parents will be in the best educational environment.

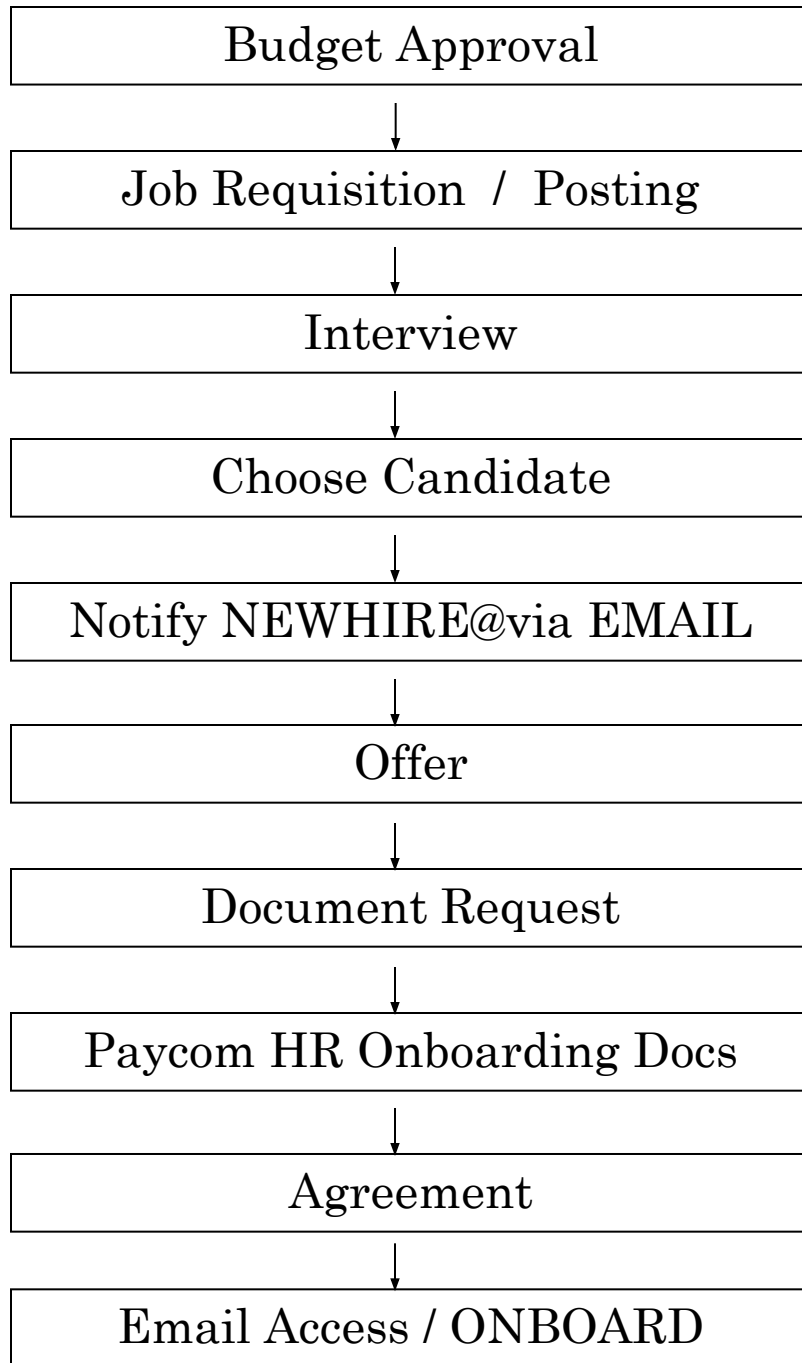
HR PROCESS	ACTION TITLE	HUMAN RESOURCES (HR) DEPARTMENT DELIVERABLES	PRINCIPAL/SCHOOL SITE HIRING MANAGER (SCHOOL ADMIN) (IF APPLICABLE)	REASON WHY PRINCIPAL IS INVOLVED (IF APPLICABLE)
COMPLIANCE OVERSIGHT	TB TEST RESULTS	California law requires any school staff to be pre-tested to make sure he/she is free of Tuberculosis. Schools require employees to provide a doctors report showing negative TB test results. This is also checked by the authorizers annually. HR checks to make sure an employee to be hired has valid clear TB test result and informs the principals about the employees whose TB dates are expired or about to expire.	Principals must follow up with the employee to have a clear TB test result before starting the employment and renew the TB when before it expires. In CA the TB tests are valid for 4 years.	The principal is the representative of home office at the school site. In case an employee's TB test is about to expire, HR reminds the employee and the principal well before the expiration date to make sure employee's TB test will not be out of compliance and employee's employment agreement will not be terminated. Principal makes sure no one starts the work for his/her schools without a valid TB clearance.
	CREDENTIALS	HR checks and informs the principals about the employees whose credentials are expired or are about to expire. HR assists with submitting the renewal credential application. Gets in contact with the local county offices to turn in the Temporary County Certificate applications when needed	Principals are in the loop and follow up with the employees to make sure all the paperworks are turned in	California requires any teaching staff to have valid certain teaching credentials for all the subjects he/she is expected to teach. Principal as the initial MPS staff to interview the candidate must eliminate all applicants lacking the required credentials for the position.
	BACKGROUND CLEARANCE	California law requires all Local Education Agencies (LEA) to properly conduct background clearance checks using Department of Justice (DOJ) channels. HR provides the necessary application paperwork for DOJ clearance and checks the Paycom system to make sure all employees have background clearance letter	Principal communicates the DOJ Clearance requirement with the candidate applying for the position.	Principal makes sure no one starts the work for his/her schools without DOJ Clearance.
	FROM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION FORM)	The I-9 Employment Eligibility Form is a federal form that school needs to complete for any employee set to work in a public school. the information provided by the employee and verified by the school directors are federal information and any misinformation here on the I-9 forms is a felony. HR reviews all the sections on the form to make sure the form is filled out correctly. HR completes the audit finding document accordingly	The site principal must make sure the I-9 is filled out within 72 hours of startig the work.	Although the employee is uploading all the documents to Paycom and all the info is verified by the HR, in some cases there may be wrong information or wrong files uploaded and principal is the MPS representative to make sure all the required info and files are 100% accurate in our Paycom system.
	SCHOOL AUTHORIZER VISIT GRID REPORT	Every authorizer requires MPS to submit HR reports once or twice a year. In some cases they conduct site visit once or twice a year. HR reviews and signs the final ESSA reports (based on Every Student Succeeds Act) grid as the Custodian of Records.	Principals completes the ESSA grid which is given by the authorizers	The related reports have information partially related to HR and partially about school's academic planning such as which teacher teaches what subject. Therefore, this report is prepared by the principal, checked for accuracy by the HR and home office support team before final submission.
	SCHOOL SITE VISIT	Schedules school site visits before the authorizers visit. Checks all HR files that are at the school sites. HR is also available to all employees for any questions during the visit	HR requires principals to be ready for the visit with necessary first drafts of the reports to be submitted to the authorizers.	Compliance is the most important requirement for the authorizers and any wrong info or incomplaint entry may result in even revocation of our charters. Therefore, we require the principals to be on top of any compliance related info of their schools.
	HOURLY EMPLOYEE WEEKLY TRACKING	HR pulls out the data from Paycom weekly and keeps track of all hourly employees' weekly worked hours. HR compares budgeted hours vs. up to date worked hours and informs principal if the employee works less or more than the budgeted hours.	Principals must stick to the annually budgeted dollar amounts and annual max hours for each hourly employee.	Principals must be careful in assigning max daily/weekly hours to hourly employees in order not to exceed budgeted annual dollar amounts and not to violate retirement and benefit eligibility laws and labor codes.
	TUITION REIMBURSEMENT FOLLOW UP (FOR 2019-20)	MPS has been reimbursing its staff's structured Professiona Development expenses for the past 5 fiscal years. Employees can apply to be approved for being reimbursed for credential related, masters & doctoral related expenses as well as other certification programs. The approvals come from the HR/ COO for each staff after being budgeted by the principal and the finance team. HR plans to formally follow up all such PD plans for all the employees including the ones benefited from the tuition reimbursement program.	Principal budgets for each employee and follows up completion of the approved programs.	The Tuition Reimbursement is the one on one communication between the principal and the employee, which takes place on the site.
BENEFITS	AUDIT	HR checks all the benefit enrollments of all the employees before the school year starts.	N/A	N/A
	OPEN ENROLLMENT	HR communicates with all employees in August to select/review their benefits plan. HR approves and sends it to payroll accordingly	N/A	N/A
	SETTING UP THE PLAN IN PAYCOM	HR coordinates with Paycom and Montage (benefit broker) to upload the new plan for that school year and updates the new rates in Paycom system	N/A	N/A
PAYCOM CUSTOMER SERVICE	DAY-TO-DAY POINT OF CONTACT FOR HR QUESTIONS (EMAIL & PHONE)	HR helps all MPS employees via email and phone calls regarding all type of Paycom issues and gets Paycom involved if needed.	N/A	N/A
	GENERATE REPORTS	HR provides various reports to different departments and school sites upon request (etc: payroll, benefit, and accruals reports)	N/A	N/A
	TROUBLESHOOTING AND SYSTEM UPDATE	HR fixes any Paycom setup or system errors mentioned by MPS employees and follows up with Paycom to update the system if needed. HR regularly attends Paycom update webinars for new feautres and informs MPS admins about them.	N/A	N/A
MPS PRINCIPALS TRAINING	IN SERVICE TRAINING	MPS Schools conduct in-service training days before each school year. There are two types of in-services: MPS Wide and School Site In-service days. HR presents main HR points and give updates for the following shcool year (refer to Appendix-A) during the MPS Wide Inservice days.	N/A	N/A
	ARRANGING PDs & HR CONSULTANTS	HR organizes sessions to the principals by inviting other HR professionals. The topics are defined based on general HR topics as well as emerging needs on the school sites.	N/A	N/A
LEGAL	IMMIGRATION	As the sponsoring employer, MPS HR is the main contact for all immigration related matters. (I-1 visa is a non-immigrant U.S. visa that permits people to visit the U.S. to exchange skill, knowledge, and experience in education. H-1B visa is a non-immigrant visa that allows U.S. employers to temporarily employ foreign workers in specialty occupations. PERM is a process for obtaining labor certification, the first step of green card process for foreign nationals seeking permanent residence through their employment) This will include being the contact person between the immigration lawyer, principal, and the beneficiary. HR leads keeping the communication with the immigration lawyer during the filing process and provide all necessary documents. HR stores all the immigration related files. The same hiring process applies to non-immigrant employees.	The principals need to let HR know if they would like to sponsor for the candidate/continuing teacher's visa or PERM process. Principals need to budget for the legal and filing fee costs accordingly	The immigration process starts upon the principals request depending on their schools' need. The principals budget and plan accordingly.
	LITIGATION	There are several litigations that HR is following up with CharterSafe and attorneys	Principals may be requested to provide documentation regarding the litigation	The principal is the main contact at the school and he/she must provide all necessary documentation regarding lay offs, termination of employment etc.
	LEGAL RESPONSE	-HR responds to legal requests of authorizers and/or state/OIG. This is a very time consuming task. Hundreds of hours may be needed to respond to all requests in case there is a request. -HR responds to PRA requests from various entities. There may be 1 or more requests per year about employment related records.	N/A	N/A

HR PROCESS	ACTION TITLE	HUMAN RESOURCES (HR) DEPARTMENT DELIVERABLES	PRINCIPAL/SCHOOL SITE HIRING MANAGER (SCHOOL ADMIN) (IF APPLICABLE)	REASON WHY PRINCIPAL IS INVOLVED (IF APPLICABLE)
MPS POLICIES AND PROCEDURES	EMPLOYEE HANDBOOK UPDATE/REVISION	HR updates and makes necessary revisions based on the feedback received from the school sites and C-team members as well as changing Statutory laws.All these changes are coordinated with Legals	N/A	N/A
	POLICY DEVELOPMENT (FOR 2019-20)	HR plans to enhance the existing MPS policies and procedures and prepare an HR Manual for 2019-20 school year. With this, principals will be able to have all the HR information handy, including the forms, policies & procedures and FAQs.	N/A	N/A



RECRUITMENT AND HIRING PROCESS OF MPS

DERYA HAJMEIRZA – HR Director
MURAT AKBAS – HR Administrator



CHECK WHETHER THE POSITION IS
BUDGETED OR NOT.

CONFIRM WITH FINANCE via
'newhire@magnoliapublicschools.org'

Budget Approval

Job Requisition / Posting

Interview

Choose Candidate

Notify 'NEWHIRE' via EMAIL

Offer

Document Request

Paycom HR Onboarding Docs

Agreement

Email Access / ONBOARD



CREATE A JOB REQUISITION
IN PAYCOM

ALL JOB REQUISITIONS
GO TO
MR. SUAT ACAR FOR APPROVAL

UPON APPROVAL,
POSITION IS POSTED ON OUR WEBSITE

Budget Approval

Job Requisition / Posting

Interview

Choose Candidate

Notify 'NEWHIRE' via EMAIL

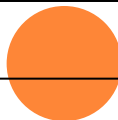
Offer

Document Request

Paycom HR Onboarding Docs

Agreement

Email Access / ONBOARD



FORM YOUR INTERVIEW GROUP

RECOMMENDATIONS FOR INTERVIEW

- CREDENTIAL STATUS

- ...

Budget Approval

Job Requisition / Posting

Interview

Choose Candidate

Notify 'NEWHIRE' via EMAIL

Offer

Document Request

Paycom HR Onboarding Docs

Agreement

Email Access / ONBOARD



CHECK
REFERENCE / EMPLOYMENT

CTC VERIFICATION

Budget Approval

Job Requisition / Posting

Interview

Choose Candidate

Notify 'NEWHIRE' via EMAIL

Offer

Document Request

Paycom HR Onboarding Docs

Agreement

Email Access / ONBOARD



EMAIL "NEWHIRE"
ABOUT THE POSITION

CFO and COO
APPROVAL NEEDED.

EMAIL "NEWHIRE"
FILLED OUT
'OFFER LETTER REQUEST FORM'

Budget Approval

Job Requisition / Posting

Interview

Choose Candidate

Notify 'NEWHIRE' via EMAIL

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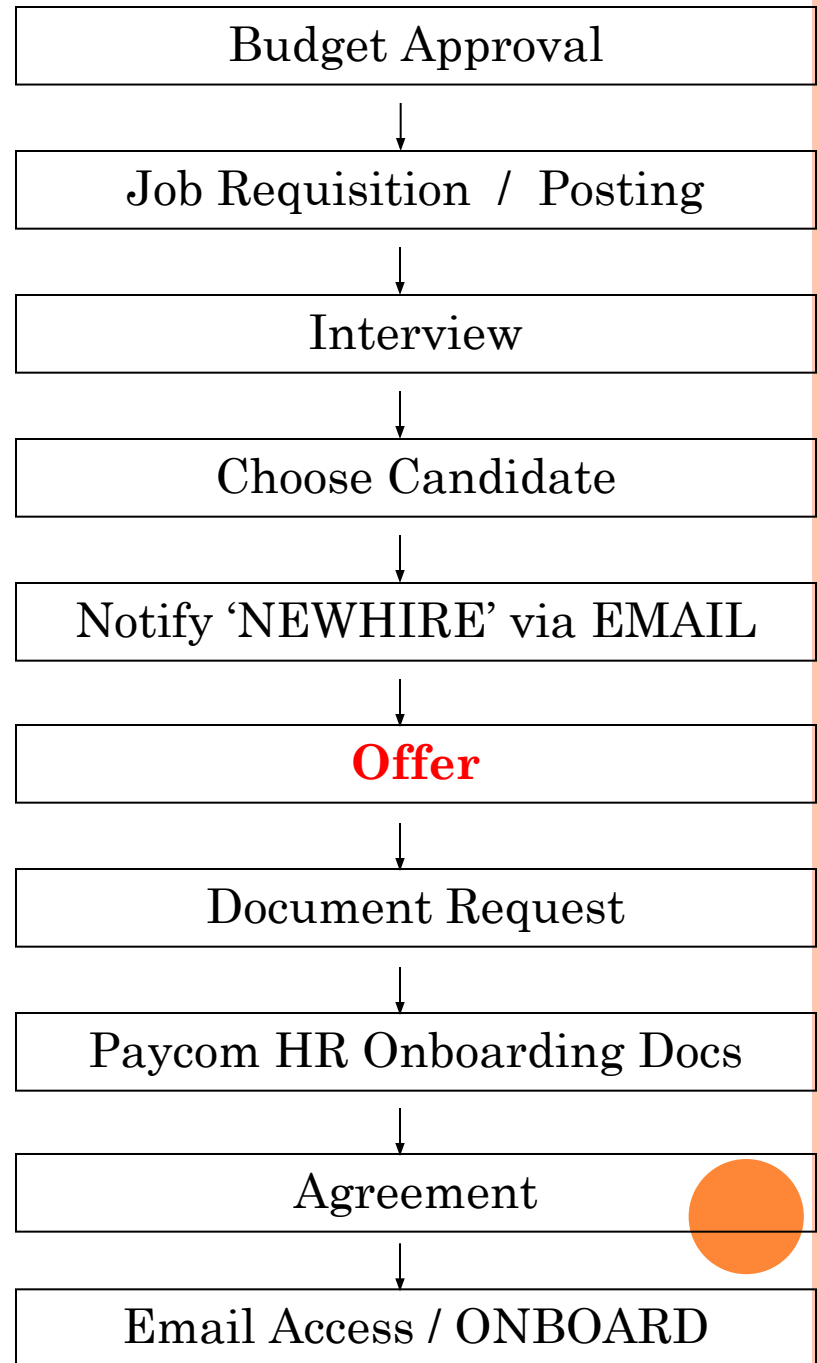


ONLINE OFFER LETTER
WILL BE PREPARED BY HR

APPROVALS NEEDED
BY HR DIRECTOR
BY PRINCIPAL

SYSTEM SENDS THE LETTER
TO CANDIDATE

HR IS NOTIFIED
UPON CANDIDATES SIGNING



CANDIDATE ACCEPTED THE OFFER

HIRING SUPERVISOR
REQUESTS TB and
EMAIL LIVE SCAN FORM

HR CHECKS LIVE SCAN RESULTS
PRINCIPAL RECEIVES TB RESULT

Budget Approval

Job Requisition / Posting

Interview

Choose Candidate

Notify 'NEWHIRE' via EMAIL

Offer

Document Request

Paycom HR Onboarding Docs

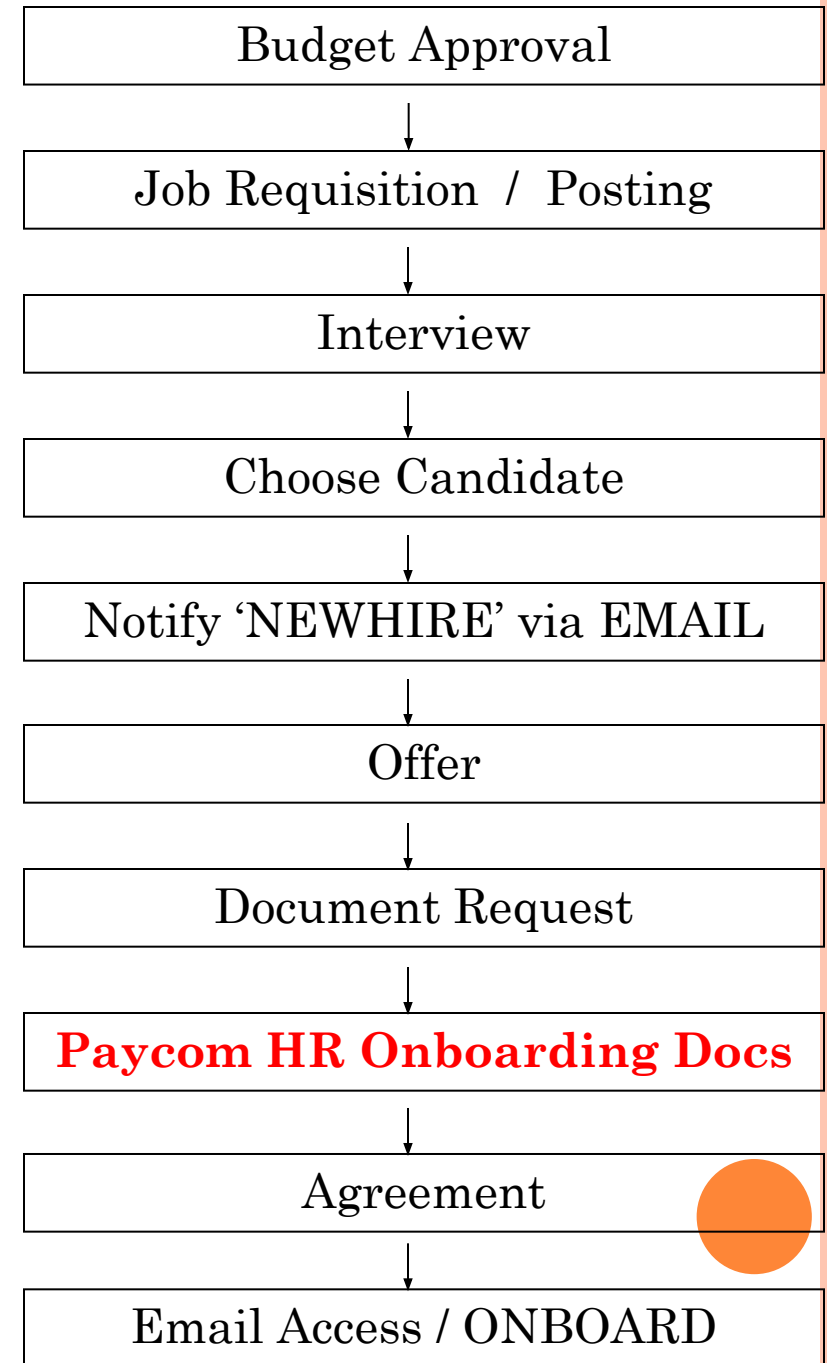
Agreement

Email Access / ONBOARD

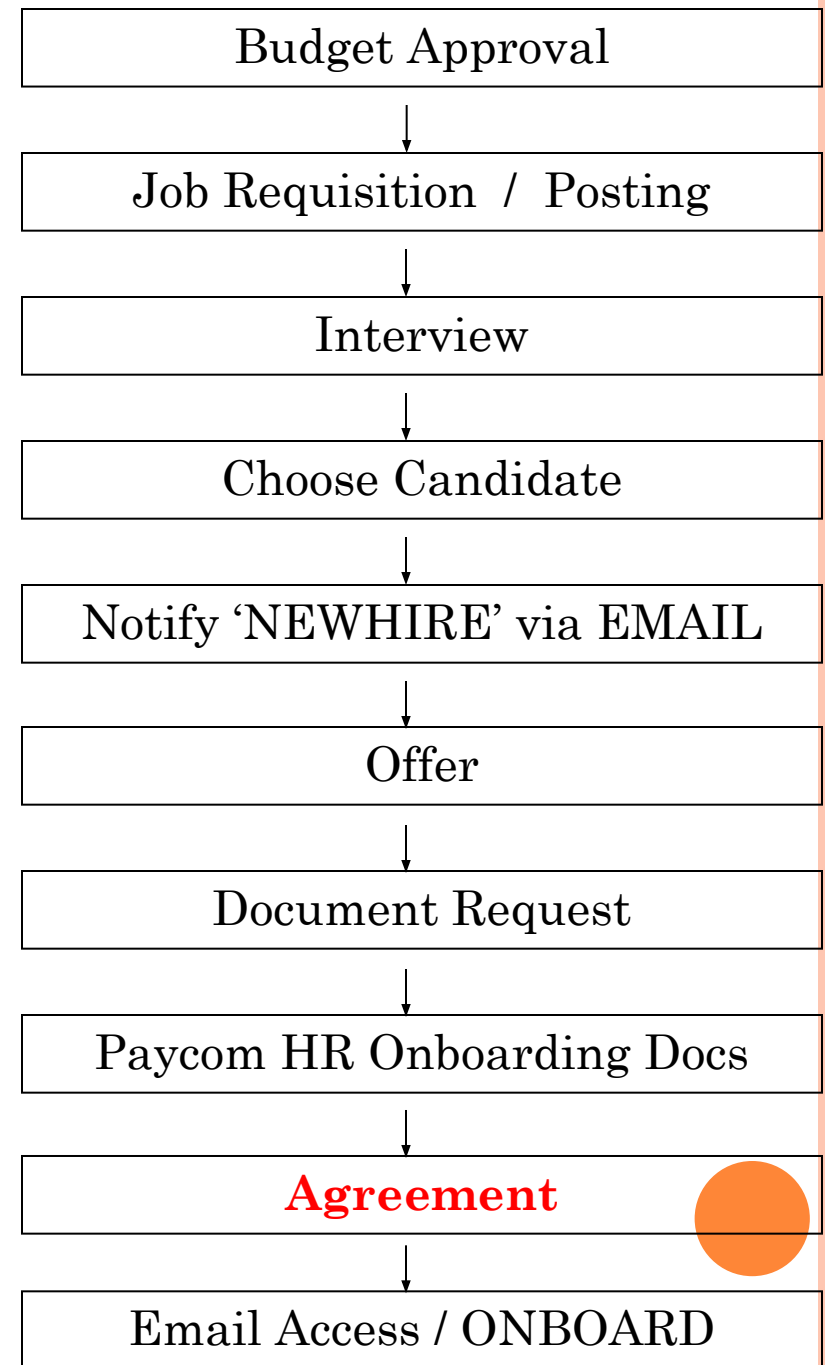


WILL BE DETAILED OUT
IN THE UPCOMING PAYCOM SLIDES

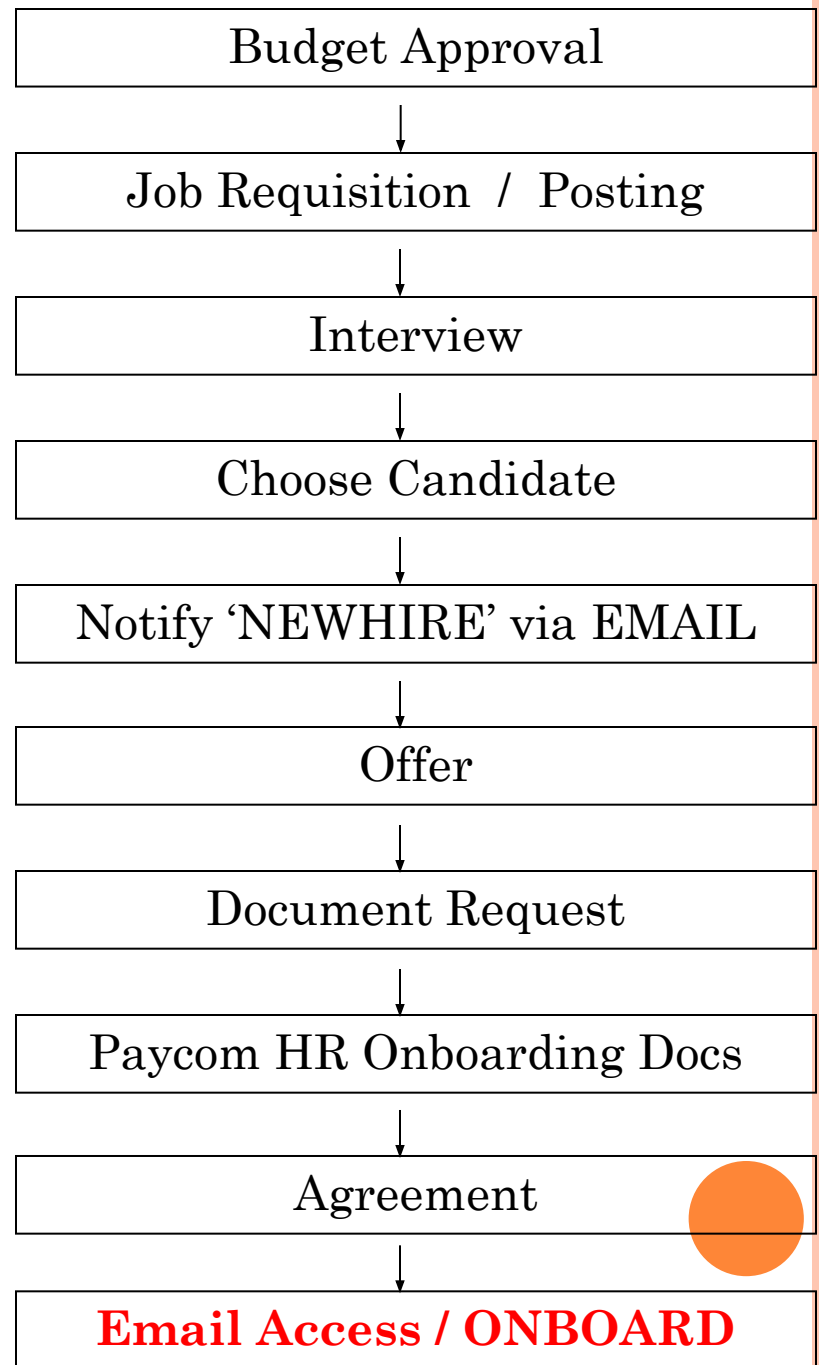
CANDIDATE UPLOADS
ALL INFORMATION/DOCUMENTS
ON TO-DO-LIST



HR WILL PREPARE THE AGREEMENT
ONCE ALL PAYCOM INFORMATION
ARE COMPLETED.



UPON HR APPROVAL
IT DIRECTOR
CREATES EMAIL ACCOUNTS



SUPERVISOR RESPONSIBILITIES

- COMPLETE I-9 FORM AND UPLOAD (WITHIN THE FIRST 3 DAYS OF EMPLOYMENT)
- STRS / PERS FORM
- SUMMER HOLD BACK FORM (TEACHERS ONLY)
- FOLLOW UP WITH CANDIDATE TO UPLOAD ALL DOCUMENTS



STEP-1 "TALENT ACQUISITION"

A- All Candidates

B- Chosen Candidate

C- Offer Sent

D- Signed Offer + TB Test Results + Clear Background Check

The screenshot displays the Paycom HR system interface. The top navigation bar includes the following menu items: Employees, Payroll, Talent Acquisition (circled in red), Time Management, Human Resources, Talent Management, Reports, and User Options. Below the navigation bar, the user is logged in as MURAT AKBAS (makbas) for the current year 2018. The dashboard is divided into several modules:

- Employees:** Add New Employee, Make Employee Changes
- Payroll:** Process Payroll, Manual Checks
- Time Management:** Time and Attendance, Edit Timecards
- Human Resources:** Affordable Care Act, Document and Task Management
- Talent Management:** Paycom Learning, Performance and Compensation

The 'Talent Acquisition' module is highlighted with a red border and contains the following actions:

- Applicant Tracking
- Candidate Tracker

TALENT ACQUISITION

The screenshot displays a software interface for talent acquisition. At the top, a green navigation bar contains the following menu items: Talent Acquisition, Time Management, Human Resources, Talent Management, and R. The 'Talent Acquisition' item is circled in red. Below this bar, a sidebar on the left contains the 'Applicant Tracking' item, also circled in red. A dropdown menu is open for 'Applicant Tracking', titled 'Applicant Tracking Menu'. The menu items are: Set Up Applicant Tracking, Manage Applicant Tracking System Properties, Interview Groups, Question Templates, Application Builder, Job Requisitions, Batch Apply Groups, Job Templates, Applicant Tracking Import, Manage Applicant Tracking, Approve Job Templates, Approve Job Requisitions, Manage Job Listings, Applicant Tracking Menu, Manage Applications, Create Job Requisition, and Applicant Tracking Dashboard. The 'Applicant Tracking Dashboard' item at the bottom of the dropdown is circled in red. On the right side of the interface, there are partial labels for 'OUNDA', 'Ne:', and 'Sche'. An orange circle is located in the bottom right corner of the slide.

TALENT ACQUISITION > APPLICANT TRACKING DASHBOARD

Add Group Filter

No Filters 

Show C

Applicant Tracking Pipeline

Pending Requisition Pipeline

My Active Applications

Open Jobs

My Offered Candidate

Offer Letters

Requisitions and Starts

My Candidates

 Pin to Top

Interview Group

Requisitions

Quick Search

Sort list by 

4010 English Teacher (English Teacher) - Hiring Manager:

49

4013 Psychologist (Psychologist) - Hiring Manager:

10

4019 Campus Aide (Campus Aide) - Hiring Manager:

12



TALENT ACQUISITION > APPLICANT TRACKING DASHBOARD > MY CANDIDATE

Applicant Tracking Pipeline	Pending Requisition Pipeline	My Active Applications	Open Jobs	My Offered Candidates	Offer Letters	Requisitions and Starts	My Candidates
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Search

Previous 1 2 3 4 5 ... 44 Next

25 ▼

Flag	Viewed	Favorite	Candidate Name	Resume	Applications	Rating	Email Address	Phone Number	Recruiting Contact 1	Recruiting Contact 2	Profile Date	Last Action Date	Status
⌵	⌵	⌵	⌵		⌵	⌵	⌵	⌵	▲	⌵	⌵	⌵	⌵



TALENT ACQUISITION > APPLICANT TRACKING DASHBOARD > MY OFFERED CANDIDATES

Applicant Tracking Pipeline	Pending Requisition Pipeline	My Active Applications	Open Jobs	My Offered Candidates	Offer Letters	Requisitions and Starts	My Candidates
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Search

XLSX

Flag	Name	Resume	Score	Job Description	Email Address	Hiring Process	Offer Letter	Background Check	Tax Credit	Send To Payroll
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STEP-2 “EMPLOYEES > NEW EMPLOYEE QUEUE”

A1- EMPLOYEE HR INFORMATION

A2- AGREEMENT

B- PAYCOM ACCOUNT

C- MPS EMAIL ACCOUNT

The screenshot shows the Paycom HR system dashboard. The top navigation bar is green and contains the following menu items: Employees, Payroll, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, and User Options. The 'Employees' menu item is circled in red. Below the navigation bar, the user is logged in as MURAT AKBAS (makbas). The main dashboard is divided into several sections:

- Employees** (highlighted with a red box):
 - Add New Employee
 - Make Employee Changes
- Payroll**:
 - Process Payroll
 - Manual Checks
- Talent Acquisition**:
 - Applicant Tracking
 - Candidate Tracker
- Time Management**:
 - Time and Attendance
 - Edit Timecards
- Human Resources**:
 - Affordable Care Act
 - Document and Task Management
- Talent Management**:
 - Paycom Learning
 - Performance and Compensation

EMPLOYEE> ADD NEW EMPLOYEE>NEW EMPLOYEE QUEUE

Add New Employee

- Make Employee Changes
- Employee Changes Approval Dashboard
- Employee Self-Service
- Employee Directory
- Position Management

Add New Employee Menu

Select a New Hire Option

New Employee Queue

- New Employee Template
- Employee Master Import
- Import Employee Changes
- Tax Code Geolocation Import

Complete Apps Between Dates 00/00/0000 and 00/00/0000

EMPLOYEE> ADD NEW EMPLOYEE>NEW EMPLOYEE QUEUE

Add New Employee

- Pending New Hires 1
- Today's New Hires 4
- Archived New Hires 2
- Deleted New Hires 22

Search

Previous 1 2 Next

25

EE Code	Employee Name	Added On	Added By	Template	Change History	Edit	Delete
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EMPLOYEE> ADD NEW EMPLOYEE>NEW EMPLOYEE QUEUE

Home > Add New Employee > New Employee Queue > New Hire Guided Setup

- 1. Personal Information
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- 3. Supervisors
- 4. Pay Information
- 5. Paycheck Deposit
- 6. Taxes
- 7. HR Information
- 8. Custom Fields

Personal Information

* Indicates Required Field

* Payroll Profile

New Employee Code

Override Auto-generated EE Code

* Employee Name

* Social Security Number

* Address

* City, State, Zip , ,

* Birth Date

* Gender Male Female I do not wish to self-identify

* EEOC Ethnicity

Valid Image formats

No file chosen




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Work Information

* Indicates Required Field

* Hire Date	<input type="text" value="08/01/2018"/> <input type="checkbox"/> Pre-hire
* DOL Status	<input type="text" value="Full Time"/>
* EEOC Category	<input type="text" value="Professionals"/>
* Position Family	<input type="text" value="All"/>
* Position Title	<input type="text" value="History Teacher"/>
* Labor Allocation Profile 	<input type="text" value="ALL"/>
* Home Department	<input type="text" value="Teachers Department Title [1100]"/>
* Home Resource	<input type="text" value="General [0000-0]"/>
* Location	<input type="text" value="Magnolia Science Academy-6"/>

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Supervisors

* Indicates Required Field

Notification Settings

Set Notifications

* Time-Off Approval Supervisor ?

* Primary Supervisor

* Secondary Supervisor

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Pay Information

* Indicates Required Field

* Pay Frequency ?

Semi-Monthly ▼

* Pay Type

▼

* Pay Basis Check Display ?

▼

* Exempt Status

Exempt Non-Exempt

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Paycheck Deposit

* Indicates Required Field

* Paycheck Deposit Direct Deposit Paper Check

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- 6. Taxes**
- 7. RR Information
- 8. Custom Fields

Tax Information

* Indicates Required Field

* W2 or 1099 W2 1099

Employee Tax Setup

Lookup Potential Taxes

* Lives-in State

* Works-in State

* SUI Tax Agency

Register Local Taxes

EE Local Tax Agency 1 + Resident Tax

Client Local Tax Agency 1 + Resident Tax

	Filing Status	Exemptions / Allowances	Additional Amount	Additional Percent	Block
Federal Taxes	<input type="text" value="Single"/>	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>	<input type="text" value="0.00"/> %	<input type="checkbox"/>
CA State Taxes	<input type="text" value="Single or Married w/2 incomes"/>	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>	<input type="text" value="0.00"/> %	<input type="checkbox"/>
		Estimated Deductions <input type="text" value="0"/>			

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- 7. HR Information**
- 8. Custom Fields

HR Information

- Employee Self-Service
- Other
- Document and Task Management
- Time and Attendance

Expense Management

Benefits Administration

*** Indicates Required Field**

Benefits Eligibility Profile

Affordable Care Act

*** ACA Initial Status**

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Custom Fields

* Indicates Required Field

TCC Type	<input type="text" value="(none)"/>	* Credential Type	<input type="text"/>
* Credential Subject	<input type="text"/>	* Credential Number	<input type="text"/>
* Undergrad Degree	<input type="text"/>	* STRS PERS or 401k	<input type="text"/>
* Years of Experience	<input type="text"/>	* PerPay Period Salary	<input type="text"/>
* Credential Issue	<input type="text" value="00/00/0000"/>	* Credential Exp	<input type="text" value="00/00/0000"/>
* TB Test Date	<input type="text" value="00/00/0000"/>	* TB Expiration Date	<input type="text" value="00/00/0000"/>
* Background Clearance	<input type="text" value="00/00/0000"/>	* CLAD Expiration Date	<input type="text" value="00/00/0000"/>
TCC Expiration Date	<input type="text" value="00/00/0000"/>		

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Complete

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Current Year 2018

Add New Employee >

Add New Employee Menu

EDUCATIONAL & RESEARCH FOUNDATION

ALLDEPTS

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Select a New Hire Option

New Employee Queue

New Employee Template

Employee Master Import

Import Employee Changes

Tax Code Geolocation Import

Employee Changes Approval Dashboard

Employee Self-Service

Employee Directory

Position Management >

Paycheck Deposit

6. Taxes

7. HR Information

8. Custom Fields

1. Personal Info

Custom Fields

* Indicates Required

TCC Type

(none) [gear icon]

* Credential Subject

* Undergrad Degree

* Years of Experience

* Credential Issue

* TB Test Date

* Background Clearance

TCC Expiration Date

* Credential Type

* Credential Number

* STRS PERS or 401k

* PerPay Period Salary

* Credential Exp

* TB Expiration Date

* CLAD Expiration Date

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EMPLOYEE> ADD NEW EMPLOYEE> MAKE EMPLOYEE CHANGES

Home > Make Employee Changes

Filters

Search or Make Selection  Search or Make Selection Value Search (0) 

Employee Listing

Found (715) employee matches

Batch Actions 



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Batch Edit	Employee	Status	Payroll Profile	Home Department	Pay Class	Terminal	Schedule Group	Badge Number	Employee Self-Service Login	Quick Links 
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EMPLOYEE> ADD NEW EMPLOYEE> MAKE EMPLOYEE CHANGES



ACTIVE W-2
Teachers Department Title (1100)...
Hired 08/10/2015
[View Full Profile](#)

Select Form

List All



Employee Menu

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|----|---|----|--|
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| 3 | Dates and HR | 13 | Employee Benefits |
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YOU HAVE A NEW EMPLOYEE...



APPENDIX - B (NEW HIRE REQUEST FORM)

New Hire Request Form <small>(Fill out both tabs "New Hire" and "Duties&Qualifications")</small>			
After a finalized interview, please email this form to 'newhire@magnoliapublicschools.org' for CFO/COO approval. HR will prepare the offer letter after the approval.			
Date This Form is Sent		School Name	
Candidate Name		Expected Start (Hire) Date	
Position Title		Status	
Department		Pay Frequency	
Resource Code		Duration	
Retirement Eligibility		Is the position budgeted?	
Name of Primary Supervisor		Name of Secondary Supervisor	
For Teachers Only		For Full-Time Salary Based Teachers Only	
Credential Verified		Base Salary	\$46,600.00
Preliminary/Clear/Permit		Employment Qualification Pay	\$0.00
Single/Multiple Subject		Additional Duties	\$0.00
Credential Number		*Extra Pay Amount (If any)	
Credential Expiration Date		TOTAL SALARY <small>(based on 22 pay periods)</small>	\$46,600.00
EL Authorization		PAY PER PERIOD <small>(rounded up)</small>	\$2,119
If Emergency Clad, Expiration Date		*Sign in Bonus (one-time)	\$0.00
For Hourly Employees			
Hourly Rate		Estimated Total Hour Per Week	
Eligible Benefits of Hourly Employee		Estimated Total Hour Per Year	0
		Estimated Total Amount Per Year	\$0.00

*Reason for Extra Pay

*Reason for Bonus

ADDITIONAL DUTIES		
DUTY	POINTS	ASSIGNED POINTS
Schoolwide Coordination Duties		
Discipline Coordinator	5	
I.T. Coordinator/Technician	5	
Testing Coordinator	5	
After School Coordinator	5	
MTSS Coordinator	5	
EL Coordinator	5	
Literacy Program Coordinator	3	
Athletic Director	3	
STEAM Festival/Expo Coordinator	2	
WASC Self-Study Coordinator	1.5	
Blended Learning Coordinator	1	
Extracurricular Activities Coordinator	1	
Chair/Mentorship/Special Committee Duties		
Department Chair	3.0/2.0	
Grade Level Chair	3.0/2.0	
Student Leadership/Gov't. Advisor	2	
BTSA Mentor	1.5	
CAP Mentor	1	
Reflection Committee Team Member	1	
Club/Competition Duties		
Special Club (Category 1)	1	
Special Club (Category 2)	2	
Extra Club	1	
Seasonal Sports Coach	1	
Additional Teaching Duties		
AP Teacher (per AP course)	2	
Extra Teaching Hours	1.0 **	
TOTAL POINTS		0.0

EMPLOYMENT QUALIFICATION PAY		
Subject/Position		\$0.00
Degree		\$0.00
Credential		\$0.00
Prior Experience (\$750/year)		\$0.00
MPS Experience (\$1015/year)		\$0.00
TOTAL EMPLOYMENT QUALIFICATION PAY		\$0.00

CharterSAFE Training Recommendations for Charter School Employees

MANDATORY TRAINING

Training Class	Statute	Staff	Vendor/ Section Class Length*	Timeframe
Mandated Reporter: Child Abuse & Neglect <i>California</i>	CA Penal Code Section 11164- 11174.3	All employees	SafeSchools/ Social & Behavioral 39 minutes	Annual - within first 6 weeks of school or from hire date
Sexual Harassment: Policy & Prevention (AB 1825) <i>California</i>	CA Government Code Section 12950.1; CA Administrative Code Section 7288.0	Managers & Supervisors	SafeSchools/ Employment Practices 120 minutes	Current supervisors - every 2 years. New supervisors - within 6 months of starting new position, or hire date.
Bloodborne Pathogens: Exposure Prevention: Complete <i>California</i>	CA Code of Regulations, Title 8, Section 5193	All employees	SafeSchools/ Health 24 minutes	Annual (best practice is within first 6 weeks of school or from hire date)
Youth Suicide: Awareness & Prevention (Full Course)	CA Education Code Section 215	All employees that serve students grades 7 to 12	SafeSchools/ Social & Behavioral 26 minutes	
Drug [& Alcohol] Free Workplace	CA Government Code Section 8350- 8351 and 8355-8357	All employees	SafeSchools/ Human Resources 22 minutes	
Hazardous Communication: Right to Understand	CA Code of Regulations, Title 8, Section 5194; CA Labor Code Section 6360 et. seq.	All employees	SafeSchools/ Environmental 26 minutes	
Integrated Pest Management** <i>California</i>	CA Education Code Section 17608- 17613; CA Food & Agricultural Code Section 13180-13188	A) Teachers & classroom staff who use disinfecting/ antimicrobial wipes to clean surfaces* B) Any employee who uses chemicals to control pests (facilities, kitchen, grounds, etc.)	SafeSchools/ Environmental 60 minutes	
Sudden Cardiac Arrest in Athletes <i>California</i>	CA Education Code Section 33479- 33479.9	Coaches of interscholastic athletics, cheerleading & noncompetitive cheerleading, club-sponsored sports activities & practices, interscholastic practices & scrimmage (but not physical education classes)	SafeSchools/ Health 16 minutes	Every 2 years

CharterSAFE Training Recommendations for Charter School Employees

BEST PRACTICE & RECOMMENDED TRAINING

<i>Training Class</i>	<i>Staff</i>	<i>Timeframe</i>	<i>Vendor/Section Class Length*</i>
Sexual Harassment: Staff to Staff (Complete)	All non-supervisory employees	Best practice is annually within first 6 weeks of school or from hire date	SafeSchools/HR 17 minutes
Boundary Invasion	All employees		SafeSchools/HR 23 minutes
FERPA: Confidentiality of Records			SafeSchools/HR 14 minutes
Sexual Misconduct: Staff to Student			SafeSchools/HR 35 minutes
Bullying: Recognition & Response (Complete) <i>California</i>			SafeSchools/ Social & Behavioral 42 minutes
Online Safety: Cyberbullying			SafeSchools/IT 21 minutes
Playground Supervision			SafeSchools/ Social & Behavioral 16 minutes
Back Injury & Lifting: Complete			SafeSchools/ Environmental 20 minutes
First Aid			SafeSchools/Health 32 minutes
Cardiopulmonary Resuscitation (CPR) <i>California</i>			SafeSchools/Health 15 minutes

- * CharterSAFE makes available to its members free subscription to SafeSchools. Any vendor can be used to provide the mandatory training.
 * CharterSAFE recommends the use of soap and water and/or diaper wipes which use does not require Integrated Pest Management training.
 *

MANDATED WRITTEN PLANS & TRAINING OBLIGATIONS

- **Emergency/Fire Plan** – must have plan in place and train all employees by first day of work
- **Injury & Illness Prevention Plan** – must have a plan in place and train all employees on basic safety practices by first day of work.
- **Comprehensive Safety & Security Plan (aka SEMS/NIMS)** – must have a plan in place and train all employees by first day of work
- **Exposure Control Plan for Bloodborne Pathogens** - see Mandatory Training
- **Youth Suicide Prevention Policy** – Local education agencies that serve grades 7 through 12 are required to develop, adopt and implement a policy that addresses pupil suicide prevention.

CharterSAFE provides online training resources through SafeSchools.com to all members ***at no cost***. Please contact your CharterSAFE Risk Management Team for more information regarding training requirements and required written Plans at 855-394-6599 or Karla Ksan at kksan@chartersafe.org or 818-394-6548.