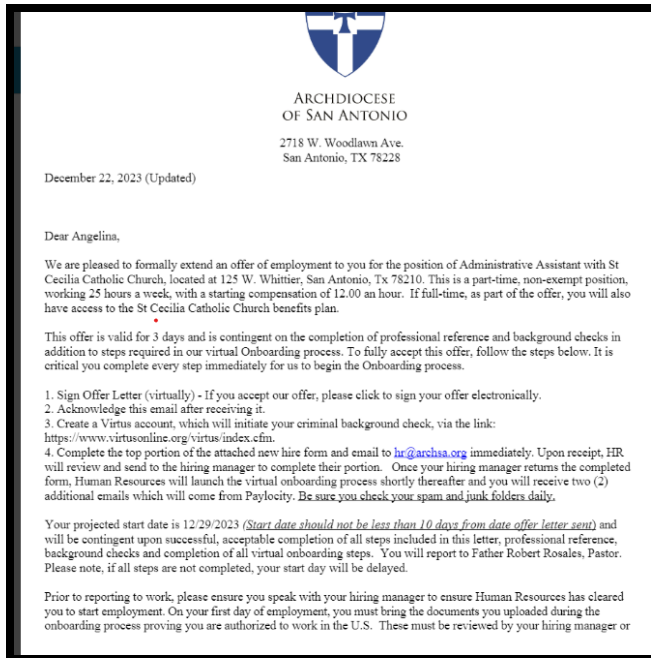# Onboarding Process for Parish Rehires/New Hires
Step-by-Step

1. **Parish/Schools/Other Entities (LOCATIONS) must send Job Offer Letters directly from Paylocity ONLY.**

   a. Start dates should be no less than 10 calendar days from date letter sent. *HR suggests contacting candidate and advising them offer letter sent and inform them to finish all steps ASAP and to alert you once they complete section 1 of new hire form and send to HR.*

   b. Always confirm your candidate's email address is correct when you are offering them a job. *Note: Candidates sometimes enter a different email on their application/resumes or are not checking the correct mailbox. This delays the process.*

2. **CANDIDATE** – Should follow all steps outlined in the offer letter and contact you/Pastor once completed. *Note: Candidates regularly do not follow instructions including not sending to correct HR mailbox HR@archsa.org or not at all, leaves fields on top blank, or fills out entire form. All these delay y the process.*

3. **HR RECEIVES FORM FROM CANDIDATE** – HR reviews to determine if prior employee, rehireable, shared agreement required, etc.

   YOUR LOCATION should be conducting Professional Reference check on candidate and checking VIRTUS to see if they've initiated that process for background check and training. **YOU** should also follow up with candidate within 24-48 hours of sending offer letter to ensure they have sent new hire.

form to HR. _Note: In many cases, candidate does not complete the authorization for us to run background check or complete required training. This will delay the process._

4. **HR SENDS FORM TO LOCATION'S POINT OF CONTACT –** Location must complete all the remaining data fields. Note: All hourly employees are automatically placed on web punch which requires real time entry at start/end of tours/lunches.

5. **LOCATION COMPLETES NEW HIRE FORM & SENDS BACK TO HR@ARCHSA.ORG**

   **Important:** Candidates CANNOT START WORKING NOR VOLUNTEERING IN THE ROLE they are being hired for as this is a violation of Archdiocesan policies. HR must clear them to start to ensure compliance with federal laws and Archdiocesan policies.

6. **HR launches Onboarding** electronically to email address candidate signed up with.

   Candidate receives 2 new emails from Paylocity.
   a. **LOCATION** should call candidate and advise to also check Junk/spam folders and notify you once complete or if any trouble. _Note: Candidates forget to check their junk/spam folders or are not checking the right email address they used on application. All these cause delays._

   b. **Candidate must complete ALL 11 steps before moving forward.** Locations will only see 5 steps in Onboarding at this time. _Note: Locations regularly put the wrong job title or are missing information. This will cause delays._

   c. **LOCATION** should contact candidate and schedule candidate to come into office and advise them to bring the I-9 documents they uploaded into Onboarding. _Note: Candidates and parishes rush through completing the form which will cause delays._

   d. **LOCATION** completes (Employer) portion of the **I-9 Employment Eligibility i**n Onboarding as required by law. _Note: Parish should be reviewing Section 1 to ensure the candidate completed all that correctly before attempting to finish Section 2._ CANDIDATE & PARISH MUST read all carefully and complete every required field.

      Important:
      - Locations cannot verify a copy of a candidate's identification.
      - Locations must verify the same documents the candidate uploaded to Paylocity during onboarding.
      - Locations should not be making a copy of any documents.
      - Locations must first ensure the employee completed all required data fields on the I-9 form before attempting to complete the Employer portion. _If the candidate completed incorrectly, send email to HR@archsa.org so we can reject._
      - If location completes the employer portion incorrectly, both you and the candidate will have to redo the entire form.

   e. **LOCATION** _should call Paylocity at 888.873.8205 if any issues. You MUST be on the Conta_ct list for your parish.

7. **CANDIDATE COMPLETES all their steps correctly (GREEN FONT), and LOCATION completes I-9 Employment Eligibility Verification** – LOCATION should send email to HR@archsa.org mailbox. **SUBJECT LINE:** #12345 Parish Name, Candidate Name – OB & I9 Complete.

8. **HR will review within 48 hours and confirm IF any issues or if candidate is cleared to start.**

9. **LOCATION** should contact the candidate and advise them of their start date, time and schedule.

CANDIDATE records in Paylocity – Candidates will not appear right away in Paylocity as it may take another 2 business days for HR to get them activated due to workloads or system issues.

1. **LOCATION s**hould check Paylocity daily to view new hire's file. If not in within 3 business days from HR approval to start, reach out to your HRBP via email.

    Note: If the new hire starts after HR approves to start and still not in Paylocity, candidate should send hours/times to supervisor & bookkeeper, for review and approval and manual entry will be done in this instance only by bookkeeper/HR.

2. **LOCATION must complete:**

    a. Verify all information in Paylocity is accurate. (payroll policy, time off etc.) Compare against the new hire form. Communicate any issues to HR@archsa.org.
    b. Provide new employee with Parish New Hire Orientation
    c. Communicate time reporting expectations, advise of probationary period, etc.
    d. Train on how to use Paylocity to enter time (as it occurs each day).

        Note: For the most current job aids, click on green HELP button in Paylocity to secure the most current job aids on time entry for both hourly and salaried employees and how to request time off in Paylocity.

    e. Upload New Hire form into documents section of Paylocity file.

Questions or requests for updates to this document may be sent to HR@archsa.org. Thank you!