

# Athletic & Academic Summer Camps

## Camp Director Handbook

*Last Updated on March 13, 2024*



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## Welcome

Messiah University conducts a wide variety of athletic and academic summer camps. Conducting a successful summer camp requires a strong partnership between the camps and the Office of Human Resources & Compliance to ensure that all camps are properly approved and following appropriate policies and procedures to ensure compliance.

Information provided on the pages below provides guidance toward ensuring compliance. The information consists of procedures and guidelines, helpful FAQs, and instructions on how to use the Jobs.messiah.edu (PeopleAdmin) system for hiring and onboarding.

Thank you for your assistance in ensuring compliance and for contributing to the success of the summer camps.

Kind Regards,

Office of Human Resources & Compliance

## General Guidelines

1. Camp Directors must review and understand this Handbook and abide by all requirements.
2. Camp Directors must review the [Summer Camps website](#) and be familiar with the items.
3. Camp Directors must review the [Summer Camps Memo](#) and be familiar with the items.
4. All camp worker hiring and onboarding will be completed through the Jobs.messiah.edu system. Position Descriptions, Postings, Applications and Hiring Proposals will be required for all new hires. Onboarding will be required for all new hires and for select continuing employees who have expiring background clearances or have not previously worked camps.
5. Camp Directors must complete all required camp-related compliance forms and trainings, just like Camp Workers, if the Director has not worked camps previously.
6. Camp Workers are generally employees of the University and therefore must complete the new hire paperwork and be paid through Payroll. Exceptions to consider an individual an independent contractor (payable through OneSource) or a guest speaker must be communicated to the Payroll Office for evaluation and approval PRIOR TO any work or service.
7. Use of Volunteers must abide by the conditions and procedures found in the [Volunteer Packet](#).
8. Camp Workers may **NOT** start work until **ALL** items have been submitted and approved by the Office of Human Resources and Compliance. With the exception of the Form I-9, all tasks must be completed at least 7 calendar days prior to the camp start date to allow for review. The Form I-9 MUST have at least Section 1 completed by the start of the camp and Section 2 completed by the third business day.
9. Pennsylvania requires background checks for employees and volunteers with direct contact with minors. Since the camps will enroll minors, every employee, regardless of state of residence, MUST have completed background the 3-phase PA clearances: (1) FBI, (2) PA Child Abuse, and (3) PA State Police {PATCH}. The Intellicorp check for out-of-state residents is discontinued. For continuing camp workers residing outside of PA for whom an Intellicorp check was completed previously, the PA 3-phase clearances ARE REQUIRED prior to working any summer 2024 camps even if the Intellicorp clearance is not expired.
10. Background clearances must be reimbursed by the department at \$50 via wages to cover most of the cost of the clearances (Identigo = approx. \$26; PATCH = \$22; Child Abuse = \$13). Camp Directors will report each employee's reimbursement amount on the [Camp Payment Form](#) spreadsheet. Camp budgets will be responsible to cover these expenses.
11. Camp employees must complete the online Mandatory Reporter Training by Abuse Prevention Systems with a passing quiz grade. This training will take approximately 90 minutes to complete.
12. Camp employees must complete the Environmental Health & Safety Training and the Active Shooter Training.
13. Camp Directors must provide the [Campus Security Authority - Reporting for Summer Camp Employees](#) document to every staff member and counselor you have working camps this summer. This document may be printed or posted in a space where all camp employees have access to view the information. As a reminder, every camp employee is considered a Campus Security Authority (CSA) under federal law and, as such, must fulfill their reporting obligations. Please see the [CSA policy/procedures](#) for more information.
14. Camp Directors must understand that camp workers are not assigned individual network accounts and therefore do not have access to sign up for the University's Text Alert System.



Therefore, it is imperative that every current employee and current student who is working a camp is enrolled in the text alert system and is made aware of their responsibility to be a conduit to the camp for any text alerts. In addition, for overnight camps, the coach/director will need to ensure that every camp has a counselor who is enrolled in the text alert program staying with the students. Likewise, this individual needs to understand his/her responsibility to the camp for making sure that any alerts are managed and communicated appropriately.

15. Camp Directors must read and understand the [Mandatory Reporters Memo](#).
16. Camp Directors must read and understand the [Counselor Training Manual](#).
17. Camp Directors must read and understand the information contained in the [Safety and Compliance Quick Reference](#) document. Camp Directors are advised to cover key points with counselors during camp orientation.
18. Camp Directors must report all injuries to any camp worker through FalconLink using the Accident/Injury Report card.
19. All Camp Workers must be at least 17 years old and anyone under age 18 must provide a Work Permit and a [Parental Consent Form](#).
20. Any employee under the age of 18 is required to have a work permit that is issued from their PA school district (non-PA minors must contact the Mechanicsburg Area School District to receive a work permit). Camp Directors are required to provide a [work permit letter](#) to the school district issuing the permit (or Mechanicsburg Area School District for all out-of-state minors) informing of any minors working camps (see camp website for letter template). Please contact the Payroll Office if you have any additional questions on these regulations.
21. Camp Workers are defined in one of the following three categories:
  - a. New Camp Hire → new employee who: (1) has not worked previously; or (2) who is a terminated employee to be re-hired. Camp Workers not employed in the prior two summers who are returning are considered a New Camp Hire.
  - b. Continuing Camp Worker → worked as a Camp Worker in the prior summer and will be returning to work as a camp worker this summer.
  - c. New Camp Worker → a current Messiah employee (e.g., administrative, faculty, staff, student) who has NOT worked as a Camp Worker previously.
22. Camp Workers only need to apply if they are a New Camp Hire
  - a. New Camp Hire → Will need to apply and complete full Onboarding checklist
  - b. Continuing Camp Workers → Will NOT need to apply. May need to complete subset of tasks (e.g., clearances)
  - c. New Camp Worker → Will NOT need to apply. May need to complete subset of tasks (e.g., clearances, mandatory reporter training) if expired or have not completed previously.
  - d. Active Messiah Student Employee → follow the appropriate category listed above. In other words, Will NOT need to apply if had worked the camp in the previous summer. May need to complete subset of tasks (e.g., clearances, mandatory reporter training) if expired or have not completed previously.
23. All items required for/by the Camp Worker will be collected via the Jobs.messiah.edu (PeopleAdmin) system except the [Parental Consent Form](#), which should be provided by the Camp Director to the Camp Worker and returned to the Camp Director when completed.

24. The Office of HR&C is closed on evenings and weekends. Camps that start on the weekend require the Camp Director to be trained on how to complete the I-9 Form. Please contact the Office of Human Resources & Compliance to receive training.
25. Communicate with the Camp Worker(s) regularly about the status of their required items.
26. Contagious Disease Information → Everyone associated with the summer camps (directors, counselors, volunteers, campers, etc.) is expected to exercise care to avoid spreading a virus. Specifically, everyone should practice good coughing/sneezing etiquette, wash hands frequently, and camp participants should not report to camp if feeling unwell.

## Process Overview

1. Camps will utilize the Jobs.messiah.edu (PeopleAdmin) system that is used for all administrative, faculty, staff and temporary hires. This system will be used for hiring and onboarding of all New Camp Hires (defined below).
2. Camp Director evaluates all Camp Workers to one of the three categories:
  - a. New Camp Hire → new employee who: (1) has not worked previously; or (2) who is a terminated employee to be re-hired.
  - b. Continuing Camp Worker → worked as a Camp Worker in at least one of the prior two summers and will be returning to work as a Camp Worker this summer.
  - c. New Camp Worker → a current Messiah employee (e.g., administrative, faculty, staff, student) who has NOT worked as a Camp Worker previously.
3. Camp Director provides list of all Camp Workers to Human Resources on the [Camp Employee Request List](#) spreadsheet that is available on the [Camp website](#). Please note that this list can be submitted multiple times to capture updates.
4. Human Resources reviews the list of all Camp Workers to place each Camp Worker in the appropriate category and identify any:
  - a. New Camp Hire who must be hired via PeopleAdmin and complete the full Onboarding checklist
  - b. Continuing Camp Worker who has expired background checks that must be renewed
  - c. New Camp Worker who is a current Messiah employee who has not previously completed background checks, mandatory reporter training and required compliance booklets and forms
5. Human Resources will assign the appropriate Onboarding checklists to employees identified in the previous step.
6. Camp Director determines if hiring anyone is categorized as a “New Camp Hire” above. If so, the PeopleAdmin steps must be followed.
7. Camp Director creates/reviews the PeopleAdmin Position Description and submits to Human Resources for approval if changes are made. Human Resources will review and approve.
8. Camp Director creates/reviews the PeopleAdmin Posting and submits to Human Resources for approval. Human Resources will review, approve and post the Posting. Human Resources will give postings “Posted, Not Visible” status and the Camp Director can view the Posting link from the Posting.
9. Camp Director shares the link to the Posting with potential applicants to have them apply.
10. Camp Director reviews applicants and completes Hiring Proposals on all requested New Camp Hires. Camp Director **MUST** collect and enter the ID# (if known), Social Security Number, Birthdate, Gender and Salutation on the Hiring Proposal form.
11. Human Resources will review and approve all hire requests. Human Resources will notify the Hiring Manager if there are any issues with a requested hire.
12. Human Resources will launch Onboarding for all New Camp Hires upon approval of the Hiring Proposal. This will include all items required from the Camp Worker, except for the Parental Consent Form, which is provided directly from the Camp Worker to the Camp Director outside of the onboarding process. The Onboarding checklists may include: (1) Form I-9; (2) Payroll

Forms; (3) Background Check Forms; (4) Mandatory Reporter Training/Certificate; and (5) Compliance-Related Memos and Forms

13. Camp Director creates login accounts for the Camp Workers to access and complete the Mandatory Reporter Training. [Instructions](#) are on camp website. Camp Directors create the accounts to allow them to be notified when a training has been completed. If the Camp Worker already appears to have an account, please confirm with HR before creating another account.
14. Camp Director (Academics Camps only) completes Section 2 of the Form I-9 on paper (Section 1 is completed by Camp Worker in Onboarding system). Camp Workers can be sent to Human Resources for Section 2 completion as well. If Section 2 is completed by the Camp Director, return to Human Resources via one of the two methods:
  - a. Academic Camps
    - i. Paper forms returned directly to Human Resources
    - ii. Secure Document Upload system ([http://www.messiah.edu/upload\\_hrgeneral](http://www.messiah.edu/upload_hrgeneral)). Enter your own name/e-mail information and select "Form I-9" for "Uploaded file..."
  - b. Athletic Camps
    - i. Camp Director completes Section 2 of the Form I-9 directly in the Onboarding system.
15. Human Resources will provide weekly updates to Academic Camp Directors of incomplete tasks for all Academic Camp Workers assigned Onboarding checklists. Athletics will monitor incomplete tasks for the Athletic Camp Workers
16. Camp Director provides an updated/final list of all Camp Workers on the [Camp Employee Request List](#) spreadsheet that is available on the Camp website. This must be provided at least 10 business days prior to the start of the camp and allows for a final review of all Camp Workers.
17. Human Resources reviews the final list of all Camp Workers to identify any:
  - a. Continuing Camp Worker who has expired background checks
  - b. New Camp Worker who has not previously completed background checks, mandatory reporter training and required compliance booklets and forms
18. Human Resources will assign abbreviated Onboarding checklists to employees identified in the previous step.
19. Camp Director (Academic Camps only) submits the [Camp Payment Form](#) spreadsheet to the Payroll Office to initiate payments and any background clearance reimbursements to all Camp Workers.

## Camp Worker Onboarding - Required/Optional Items

All New Camp Hires are brand new employees to Messiah and will be assigned a full checklist. Continuing Camp Workers (who worked the prior summer) will only be assigned a checklist if the background check will be more than 60 months old by the start of the camp. The New Camp Workers (current Messiah employees who have not worked camps previously) will be required to complete all camp compliance-related forms and trainings.

Item	New Camp Hire	Continuing Camp Worker	New Camp Worker (current EE)
I-9 Form	Required	-----	-----
Work Permit	Optional	-----	-----
Background Check (in-state or out-of-state)	Required	Required (If expired)	Required (If expired)
Essential Commitments	Required	-----	-----
Community Covenant	Required	-----	-----
Code of Conduct	Required	-----	-----
HR&C Policy Manual	Required	-----	-----
Commitment to Confidentiality	Required	-----	-----
FERPA	Required	-----	-----
Workers' Compensation	Required	-----	-----
Wellness & Compliance Information Booklet	Required	-----	-----
Campus Security Authority Memo	Required	-----	Required
Mandatory Reporter Training Memo	Required	-----	Required
Mandatory Reporter Acknowledgement	Required	-----	
Counselor Training Manual	Required	-----	Required
Safety & Compliance Quick Reference	Required	-----	Required
Active Shooter Training	Required	Req. 2024	Required
Environmental Health & Safety Training	Required	Req. 2024	Required
Provide Login Instructions for Mandatory Reporter Training	Required	-----	Required
Hepatitis B Form	Required	-----	Required
W-4	Required	-----	-----
Residency Certification Form	Required	-----	-----
Direct Deposit Authorization	Optional	-----	-----
Employee Profile Form	Required	-----	-----
Upload Mandatory Reporter Training Certificate	Required	-----	Required
Send Work Permit Letter to Issuing School District <i>(task owned by HR/Athletics)</i>	Optional	-----	-----

## Helpful Contacts

- Amelia Crouse, Human Resource Specialist
  - General point person for providing information, general questions and first-level assistance with the PeopleAdmin system
  - Phone: ext. 5038; E-mail: [acrouse@mesiah.edu](mailto:acrouse@mesiah.edu)
- Jennifer Smithmyer, Health & Wellness Coordinator
  - Compliance-related questions
  - Phone: ext. 7086; E-mail: [jsmithmyer@mesiah.edu](mailto:jsmithmyer@mesiah.edu)
- Don Lerew, Assistant Director of Human Resources
  - Jobs.mesiah.edu (PeopleAdmin) questions and training
  - Phone: ext. 2030; E-mail: [dlerew@mesiah.edu](mailto:dlerew@mesiah.edu)

## FAQs

### General Items

#### Why are we using PeopleAdmin for Hiring and Onboarding?

- ✓ Ensures a consistent hiring process among camp workers that is also comparable to hiring of other Messiah employees
- ✓ Provides for a consistent process between athletic and academic camps
- ✓ Ensures that we have an official position description on file for our camp positions
- ✓ Ensures that we have a completed application on every individual hired by the University
- ✓ Ensures all applicants provide the required application information, including, but not limited to, felony/misdemeanor convictions and any restrictions on working with minors prior to hire
- ✓ Maintenance of all onboarding forms and required/optional task lists will now be owned by Human Resources
- ✓ Eliminates the need for individual links to forms to be provided to athletics camp workers
- ✓ Ensures required onboarding documents are reviewed and signed, where appropriate, to better ensure compliance with regulations and training requirements
- ✓ Provides a one-stop location for onboarding tasks for hires, camp directors and HR
- ✓ Provides for automated reminders of tasks due for completion to complement manual monitoring and reminders
- ✓ Provide for a consistent storage and retrieval location for all employee forms
- ✓ Eliminates the need for separate, manual process to image and index forms into an electronic system for permanent recordkeeping

#### Who will need to apply?

Camp Workers often consist of a combination of one or more of the following groups:

- ✓ New Camp Workers who have not worked previously
  - Will need to apply and complete full Onboarding tasks
- ✓ Graduated Student Employees regardless of past work experience
  - Will need to apply and complete full Onboarding tasks
- ✓ Continuing Camp Workers who have worked the prior summer
  - Will NOT need to apply. May need to complete subset of tasks (e.g., clearances)
- ✓ Returning Camp Workers who have worked previously, but not the prior summer
  - Will need to apply and complete full Onboarding tasks. Camp Workers are considered new camp employees if they did not work camps in the prior summer
- ✓ Active Messiah administrative, faculty and/or staff employees working the camp
  - Will NOT need to apply. May need to complete subset of tasks (e.g., clearances, mandatory reporter training) if expired or have not completed previously.
- ✓ Active Messiah student employees working the camp
  - Will NOT need to apply if had worked the camp in the previous summer. May need to complete subset of tasks (e.g., clearances, mandatory reporter training) if expired or have not completed previously

*How will individuals apply and how will Onboarding tasks be completed?*

The Jobs.messiah.edu (PeopleAdmin) system will be utilized for hiring and onboarding tasks. This will require a position description, posting, applications and hiring proposals to be submitted for individuals required to apply. Human Resources will assign Onboarding tasks through the system and items will be collected through the system. HR/Payroll and/or Camp Directors will monitor assigned tasks.

*How will Camp Directors notify HR/Payroll of summer Camp Workers?*

Similar to prior years, Camp Directors will provide a full list of Camp Workers to be employed for the summer camps, including new and continuing Camp Workers as well as current Messiah employees. This is important to ensure HR/Payroll has a complete list of Camp Workers to identify continuing camp employees and active Messiah employees who need to complete items such as clearances and the mandatory reporter training.

*General Items – PeopleAdmin*

*Who has access to the PeopleAdmin system?*

Camp Directors (as well as Camp Coordinators and Administrative Assistants, upon request) are given “Hiring Manager” access for the appropriate camp(s) to manage position descriptions, postings, applications and hiring proposals.

In the Onboarding (Employee Records) system, for Athletic Camps Rico Plummer, Casey Stone and Human Resources have access to review forms and checklists. For Academic Camps, in the absence of an Academic Camp Coordinator, Human Resources works directly with Camp Directors to manage Onboarding checklists and documents.

*I have used PeopleAdmin as a Hiring Manager or Student Hiring Manager for hiring other employees. Will this be a similar process?*

Yes. This process is very similar. Position descriptions, postings, applications and hiring proposals are similar. Most forms and procedures are shortened and streamlined.

*I have used PeopleAdmin for the onboarding other employees. Will this be a similar process?*

Yes. While the tasks Onboarding tasks will be somewhat different, the process for notifying, accessing and completing Onboarding tasks will be the same.

*I have not used the PeopleAdmin system previously. Where do I go for assistance?*

Documentation is available at the Human Resources & Compliance website at: <https://www.messiah.edu/info/24100/camps>. Human Resources is available to provide training, upon request.



## Position Descriptions

### Will a Position Description be required for camp hiring?

An official Position Description is required for each camp. In camps with different positions, only one is required. However, two or more Position Descriptions may be created and used at the discretion of the Camp Director and HR.

### If I am hiring more than one Camp Worker into the same position, do I need to have a separate Position Description for each Camp Worker hired?

No. Camp Workers will not be seated into Position Descriptions.

### Some of the fields required on the Position Description are not applicable to camps. How do I complete these fields?

Please see the sample Position Description document in the Appendix.

### If I already have an approved Position Description for my camp positions, do I need to re-submit for approval each year prior to posting?

No. It is recommended that the Position Description be reviewed annually. But, it only needs updated and submitted for approval if there are needed changes.

## Job Postings

### Do I have to post the camp job?

An official Posting is required for each camp. If hiring for more than one Position Description, a separate Posting would exist for each Position Description for which hiring is needed.

### Can I use a prior year's Posting?

No. The Posting must be new each year and is created from the approved Position Description.

### I have more than one camp in my department. Do I need to have separate Postings?

No. Only one Posting is required to collect applications unless your camp has more than one type of position that you would like to advertise separately.

### I have more than one type of position for my camp. Do I need to have separate Postings?

No. Only one posting is required. In camps where there are multiple types of positions (e.g., Camp Worker and a Resident Director, for example), two or more Postings may be required at the discretion of the Camp Director.

### Does Human Resources need to approve & post my Posting(s)?

Yes. Please submit the Posting to Human Resources for approval.

*Can I post the camp job publicly?*

No. Human Resources assigns all Postings as “Posted, Not Visible” so the link is only available to desired applicants. The Posting is NOT made available on the public <https://jobs.messiah.edu> site. The Camp Director is responsible to provide the Posting link to potential Camp Workers.

*Some required Posting fields are not applicable to camps. How do I complete these fields?*

Please see the sample Posting document in the Appendix.

## *Applications*

*Do I need a completed application from my Camp Workers?*

A completed application is required for all **new** Camp Workers. New Camp Workers include individuals who have not worked for the camp previously or have not worked the camp for more than 2 years. Application requirement guidelines for other individuals, such as current/active administrative, staff, faculty, temporary and student employees, are outlined in subsequent FAQs items below.

*Why do we need an application for our Camp Workers?*

This application is critical to collecting required information from applicants, including attestation regarding any felony/misdemeanor convictions and any restrictions on working with minors. It also ensures that we have a completed application on every individual hired by the University.

*Can we keep the application form as simple as possible?*

Yes. Minimal information is required from applicants and can be completed in less than 10 minutes.

*Can we keep the application approval workflow process as simple as possible?*

Yes. Applications are at the “Under Review by Hiring Manager” workflow state when submitted. The Hiring Manager can move the applicant directly to “Camp Finalist” to start the Hiring Proposal.

*I have multiple camps in my area in the summer. Does the same Camp Worker need to apply separately to each camp?*

No. Camp Workers are only required to apply once for a given department. Camp Directors are encouraged to have postings that are generic enough, where possible, to cover all department camps.

*I have a Camp Worker who is also being hired in another camp outside of my area? Does the Camp Worker need to apply separately to each camp?*

No. Camp Workers are only required to apply once. If a Camp Worker wishes to work multiple camps in different areas (e.g., Boys’ Basketball and Girls’ Basketball), they are only required to apply and be hired for one of the camps.

*I have a Camp Worker who did not work the previous two summers, but will again be working the camp? Must they re-apply and complete all hiring and onboarding requirements?*

Yes. Any former Camp Worker who did not work the prior camp season and is not otherwise actively employed by Messiah must re-apply, be re-hired and complete Onboarding like a new hire.

*I will be hiring a current Messiah employee who is an active administrative, staff or faculty employees. Will this employee need to apply?*

No. While an official application and hiring process is not required, certain Onboarding items (e.g., background checks, mandatory reporter training, etc.) may be required.

*I will be hiring current Messiah students. Do they need to apply?*

Students who have not worked for Messiah previously and any graduated students will need to apply. Current Messiah student employees will not need to apply, but Onboarding tasks may be required.

*Does this application form eliminate any items that we were required to collect previously?*

No. This application does not eliminate the need for collecting items, such as required background checks, mandatory reporter training, work permits or other items.

*Where do I direct Camp Workers to apply?*

Camp Directors need to log in to <https://jobs.messiah.edu/hr> and be in the Hiring Manager role. In the Applicant Tracking section, select “Postings | Staff” and then click the link to your posting. Near the top of the posting, the link displays as follows: “This posting is not available to applicants via search results but may be accessed directly at <https://jobs.messiah.edu/postings/xxxx>, where ‘xxxx’ represents the actual posting number.

Camp Directors must provide the URL to the job posting to desired Camp Workers. Camp Workers will use the link to access the “posted, not-visible” job posting and complete the application.

*How will I know when Camp Workers have applied?*

The Hiring Manager (e.g., Camp Director) is immediately notified upon submission of each application.

*Where can I see a list of the Camp Workers who have applied?*

Camp Directors and others with the Hiring Manager role for a given camp can log in to <https://jobs.messiah.edu/hr>. Under the Applicant Tracking module, select “Postings | Staff” to view the list of postings. Select the “Applicants” tab to view the list of applicants.

*How do I select applicants for hire?*

Camp Directors will transition applicants to a Camp Finalist. The Camp Director then submits a Camp Hiring Proposal to formally request Human Resources to approve the hire. Details on the Hiring Proposal process are outlined in the Hiring Proposal section of this FAQ document.

## Hiring Proposal

### How do I submit a request to hire an applicant?

An abbreviated staff Camp Hiring Proposal form is required for new hires. The Hiring Manager (e.g., Camp Director or Camp Coordinator) is responsible for entering items specific to each Camp Worker including, but not limited to, such items as Start Date, End Date, as well as Social Security Number, Date of Birth, Gender, Salutation, and submitting the hiring proposal to Human Resources for approval.

### Does Human Resources have to approve all new Camp Worker hires?

Yes. Any Camp Worker required to apply requires Human Resources to approve the Hiring Proposal.

### Can we keep the Hiring Proposal approval process as simple as possible?

Yes. The Hiring Proposal collects minimal information and the approval workflow only requires the Hiring Manager to submit to Human Resources for approval. The Hiring Manager can complete the Hiring Proposal in no more than 5 minutes.

### Can I submit multiple Hiring Proposals to the same Posting?

Yes. Human Resources will review and approve each request separately. There is not a need to wait for approval of the first Hiring Proposal to submit subsequent Hiring Proposal requests.

## Onboarding

### Who launches the Onboarding checklist for a Camp Worker?

The Onboarding checklist is assigned and launched by a member of the Human Resources team.

### When is an Onboarding checklist launched for a new Camp Worker?

The Onboarding checklist is launched immediately after Human Resources approves the Hiring Proposal.

### Who should be listed as the "Supervisor" for a Camp Worker when launching Onboarding?

To best ensure the Camp Director's access to a Camp Worker's checklist, to receive reminders about incomplete tasks, and more, the individual with the camp who is responsible for monitoring the Onboarding items must be listed as the supervisor. For Athletic Camps, this would be Rico Plummer. For Academic Camps, this would be the Camp Director or Administrative Assistant.

### What forms will a new Camp Worker be required to submit?

Required forms are listed in the "Camp Worker Onboarding" section earlier in this document.

### If my Camp Worker is continuing from the prior summer, will Onboarding tasks be required?

Maybe. Most tasks only require a one-time completion. However, if background checks are more than 60 months old, those Camp Workers will complete an abbreviated Onboarding checklist.

*What if my Camp Worker is continuing from last year, but has an expiring background check?*

The Camp Worker will be assigned an abbreviated Onboarding checklist to submit updated clearances.

*What if my Camp Worker is already otherwise employed by Messiah as an administrative, faculty, staff or temporary employee? Will Onboarding tasks be required?*

Yes, but only if the Camp Worker has not worked a camp previously to complete the required forms, such as background check renewals, mandatory reporter training, etc.

*What if my Camp Worker is already otherwise employed by Messiah as a student employee? Will Onboarding tasks be required?*

Yes, but only if the Camp Worker has not worked a camp previously to complete the required forms, such as background check renewals, mandatory reporter training, etc.

*How will a new Camp Worker be notified of required Onboarding tasks and how to complete?*

When Human Resources approves the Hiring Proposal and launches the Onboarding checklist, the new Camp Worker receives a system e-mail—via the applicant’s e-mail account—with Onboarding instructions and a link to access the checklist.

*How can I monitor the completion of Onboarding tasks from my Camp Workers?*

Camp Directors who were assigned as the “Supervisor” when Onboarding was launched will be able to view their Camp Workers who have been assigned an Onboarding checklist by going to <https://jobs.messiah.edu/hr> and then selecting “Employee Records” from the drop-down menu (displayed with 3 dots near the top left of the page). Within Employee Records, select the magnifying glass at the top of Employee Records to search for the Camp Worker to view their files.

*What if I cannot see one of my Camp Workers using the magnifying glass in Employee Records?*

In most cases, a Camp Director will see all of their employees who have been assigned a checklist.

If an individual other than the “Supervisor” needs to view the Onboarding checklist for a Camp Worker, please contact Human Resources. This will require additional setup and separate access instructions. Therefore, it is important that the individual who is monitoring the Onboarding checklist be designated as “Supervisor” when the Onboarding checklist is launched.

In cases where a Camp Worker was subsequently hired into a different assignment (e.g., a new Camp Worker and also an incoming student employee hire), the employee may disappear from this list due to the org-based security access. If unable to see one of your Camp Workers, please contact Human Resources for assistance.

*Will Human Resources advise me on the status of my Camp Workers’ Onboarding tasks?*

Yes, Human Resources will prepare weekly reports to send to Camp Directors.

*Do I need to send reminders for completed Onboarding checklists?*

The Onboarding system sends regular weekly reminders to all Camp Workers. However, Camp Directors can also send reminders, based on the weekly reports, to ensure all required Onboarding items are completed prior to working the camp.

*Is there a way for the Camp Director to access a report that displays the completion status of all Camp Workers assigned a checklist in my area?*

Yes, but only for Athletics Camps, as Athletics has a designed Camp Coordinator. To access, within Employee Records, select “Report” | “Checklist Completion” and then select the desired checklist. There will be more than one camp checklist available for selection but each Camp Worker will only be assigned to one checklist.

For Academic Camps, Human Resources will provide weekly reports.

*How will completed forms be stored and/or retrieved from the Onboarding system?*

The form is automatically stored in the Employee Records filing system for the Camp Worker.

*Camp Worker Master Lists for Each Camp*

*What information does Human Resources provide to Camp Directors prior the camp?*

Human Resources provides a list of all active employees (not just camp employees) in both March and May along with their last paid date. This list is provided to Athletic Camps only since the process is decentralized to Athletics via their Camp Coordinator. If an employee is not on the list, the employee would need to have a new application and Onboarding paperwork completed.

Human Resources provides a list of Camp Workers with expiring background check clearances to Academic Camp Directors. Human Resources will assign a checklist to the Camp Worker to collect updated background check clearances.

*Does the Camp Director still provide a full list of Camp Workers (e.g., new hires, continuing Camp Workers, other Messiah employees, other Messiah student employees) to Human Resources?*

Yes. This will provide a complete list of all workers in a given camp since continuing Camp Workers and current Messiah administrative, faculty and staff employees do not need to apply, but may need to complete items such as required background checks, mandatory reporter training and similar items.

*What information should be provided by the Camp Director on each Camp Worker?*

Camp Directors must provide a spreadsheet listing all of their Camp Workers, including full name, Messiah ID number, e-mail address and camp(s) worked. Upon hire, gender, salutation, social security number and birthdate must be provided on the Hiring Proposal, along with standard hiring information.

*How should I instruct a returning camp worker who needs to submit updated address or direct deposit information?*

Direct the camp worker to the [Camp Counselor](#) webpage for directions on submitting updated forms.

## [Payment Form for Camp Workers](#)

### [How will I submit requests for payment to my camp workers?](#)

The “Camp Payment Form” spreadsheet will be used to remit all payments for a camp in one spreadsheet to the Payroll Office.

### [What if my Camp Worker works more than one camp in my area? Will there be one Payment Form or multiple Payment Forms submitted?](#)

The Camp Director will submit a separate Camp Payment Form for each camp worked.

### [How do I reimburse a Camp Worker for background checks?](#)

The Camp Worker must keep all three receipts and provide to the Camp Director. The Camp Director can add the payment to the Camp Payment Form to include as part of the camp payment.

## [Athletic Camps Only – Other Items](#)

### [Who will have access to the Onboarding system?](#)

A “Camp-Athletics” Group Permission role has been established. Rico Plummer and Casey Stone have this role. Individuals in this role will be able to view completed forms for Camp Workers and view checklist completion reports for Camp Workers.

Additionally, a “Camp-Athletics” Admin Group role has been established. Rico Plummer and Casey have this role. Individuals in this role will be able to review/approve forms completed by the Camp Worker.

### [How will I complete Section 2 of the Form I-9?](#)

The “Camp-Athletics” Admin Group (Rico Plummer and Casey Stone) will be the designated approver of the Form I-9. The Camp Worker will complete Section 1 of the form and will submit for approval. The Camp Worker will meet in person with Rico Plummer or Casey Stone and will complete Section 2 on the electronic form within the Onboarding system and then submit the completed Form I-9 electronically.

### [How will I store the completed Mandatory Reporter Training Certificate for Camp Workers?](#)

The “Camp-Athletics” role will have an assigned task to upload the PDF via the Onboarding checklist.

### [Who will be responsible for recording clearances in the Banner PPACERT form?](#)

Athletics will remain responsible for this task. Since Athletics will be reviewing and approving all clearances via the Onboarding checklist, Athletics can view dates on the forms to update PPACERT.

### [How will updated background check clearances be collected from Camp Workers with expired clearances \(i.e., clearances that are more than 60 months old\)?](#)

Athletics will notify Human Resources so the proper abbreviated Onboarding checklist can be assigned. Individuals with one or more expired clearance will be asked to submit all three updated clearances. Unexpired clearances may be submitted along with the newly-obtained clearance(s).

*Can I review forms submitted by a Camp Worker for completion and accuracy?*

Yes. All forms for which Athletics has requested the ability to review and/or approve will be routed electronically to members in the “Camp-Athletics” role for review/approval.

*Can I review completed Onboarding forms?*

Yes. As a member of the “Camp-Athletics” Group Permission role, you will be able to review forms even after approval, UNLESS the Camp Worker is subsequently hired into a department outside of the “Camp-Athletics” area. In this case, please contact Human Resources for assistance. The designated Supervisor for the Camp Worker can still view the Camp Worker’s files and view the Onboarding checklist.

*Will the Camp Worker be able to access their completed Onboarding items?*

Yes. The Camp Worker will be able to use their applicant username & password to access.

*Will I need to send any completed Camp Worker forms/documents to Human Resources?*

No. All forms are completed electronically and stored automatically in the Onboarding filing system.

*Will Google Sheets still be used by Athletics?*

Yes, while the hiring and Onboarding process will be managed within the PeopleAdmin system, only the Camp-Athletics role (assigned to Rico Plummer and Casey Stone) will have access to forms and tasks. Rico will still maintain Google Sheets for communications with Camp Directors.

*Who submits the Work Permit Letter to the issuing school district for a Camp Worker?*

The Camp Director will submit the letter to the issuing school district and provide a copy of the letter to Rico for official records. Rico will upload a copy of the letter in the Onboarding checklist for an official copy of the submitted letter.

*Academic Camps Only – Other Items*

*My camp will have “Guest Speakers”. What is required for these individuals?*

Guest Speakers, for purposes of camps, are classified as non-employee individuals who have limited camp involvement (e.g., 30-60 minute presentation) and are only in attendance with one or more of the camp attendees in a setting where a Camp Worker, who has proper clearances and mandatory reporter training, is always present and is responsible for the guest speaker’s actions.

If the above guidelines are met for the Guest Speaker is not considered an employee and would not be hired as a Camp Worker. The individual does not require clearances, mandatory reporter training or any other tasks required of Camp Workers. They must still be reported on the Camp Employee Request List.

Payments to individuals are as follows:

- Current Messiah Employees → through an ePCF form
- Current Messiah Student Employee → through Camp Payment Form
- Current Messiah Student (NOT Employed) → via OneSource through Accounts Payable
- Non-Messiah Guests → via OneSource through Accounts Payable



Who will have access to the Onboarding system?

Access to the Onboarding system cannot be granted to Academic Camp Directors without allowing the Camp Directors to receive notifications, view and approve forms for all academic Camp Workers. Therefore, this role is currently managed by the Human Resources.

How will I complete Section 2 of the Form I-9?

Camp Director completes Section 2 of the Form I-9 on paper and returns to Human Resources for processing via the Secure Document Upload system or the Camp Worker will need to be sent to Human Resources to complete Section 2. The Camp Worker will have completed Section 1 in the Onboarding system but the Camp Director cannot complete Section via the system.

How will updated background check clearances be collected from Camp Workers with expired clearances (i.e., clearances that are more than 60 months old)?

Human Resources will assign an abbreviated Onboarding checklist to request updated clearances. Individuals with one or more expired clearance will be asked to submit all three updated clearances.

Can I review forms submitted by a Camp Worker for completion and accuracy?

No. All forms (except for the Parental Consent Form) will be routed directly to Human Resources.

Can I review completed Onboarding forms?

No. All forms (except for the Parental Consent Form) will be routed directly to Human Resources.

Will the Camp Worker be able to access their completed Onboarding items?

Yes. The Camp Worker will be able to use their applicant username & password to access.

Will I need to send any completed Camp Worker forms/documents to Human Resources?

No. All forms are completed electronically and stored automatically in the Onboarding filing system.

Who submits the Work Permit Letter to Mechanicsburg Area School District for a Camp Worker under age 18 at the time of the camp?

Human Resources is responsible for submitting the letter to Mechanicsburg Area School District.

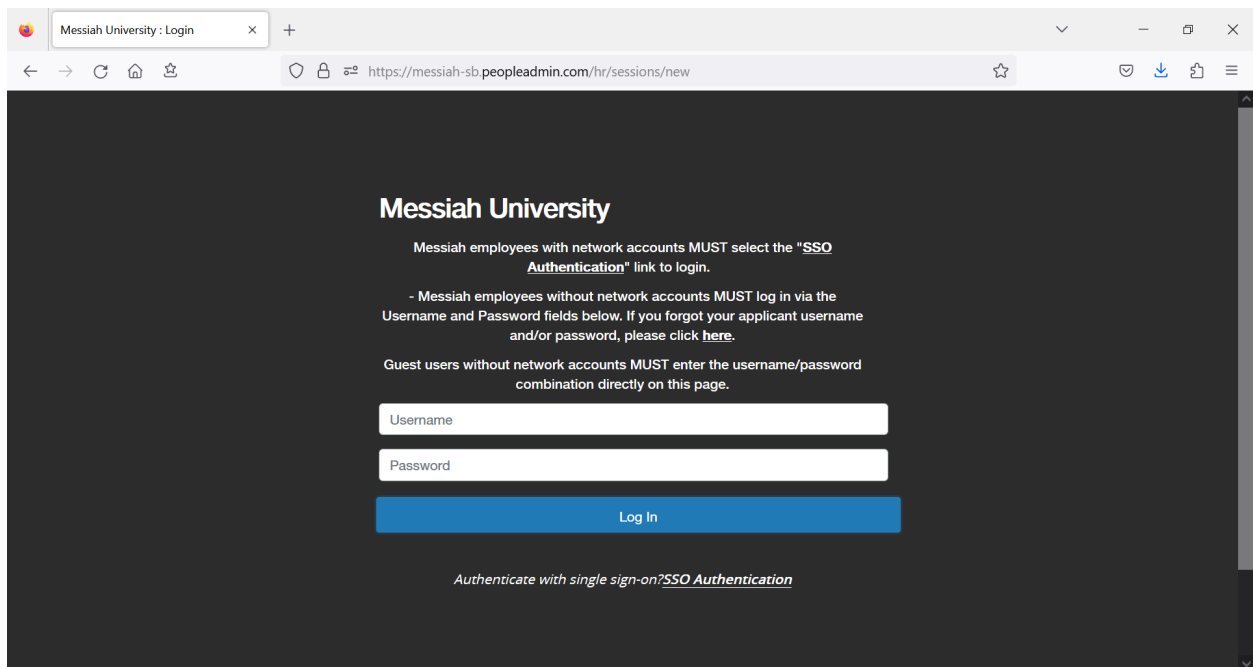
# PeopleAdmin

## Website & Login Instructions

The website to access the Jobs.messiah.edu (PeopleAdmin) system is:

- <https://jobs.messiah.edu/hr>

Camp Directors and others assisting in the review and hiring of new Camp Workers will login on the screen shown below using the “SSO Authentication” link. Messiah username/password login credentials must be used with the “SSO Authentication” link.



## User Role

Camp Directors will complete all tasks within the PeopleAdmin system via the Hiring Manager role. Upon login, if not already selected, select the Hiring Manager role via the User Group drop-down menu as shown below.

Messiah University HR Suite :: User | x

https://messiah-sb.peopleadmin.com/hr/

You are now viewing the system as a member of the Hiring Manager group

Applicant Tracking System

Welcome, Donald Lerew [logout](#)

MESSIAH COLLEGE

Home Postings Hiring Proposals

User Group: Hiring Manager

Dean/Division  
Dept. Head  
Employee  
**Hiring Manager**  
Human Resources  
President  
Student Employment  
Student Hiring Manager  
VP of HR  
VP/Provost

Welcome to your Online Recruitment System

Inbox

Special Handling Lists

SEARCH

Filters

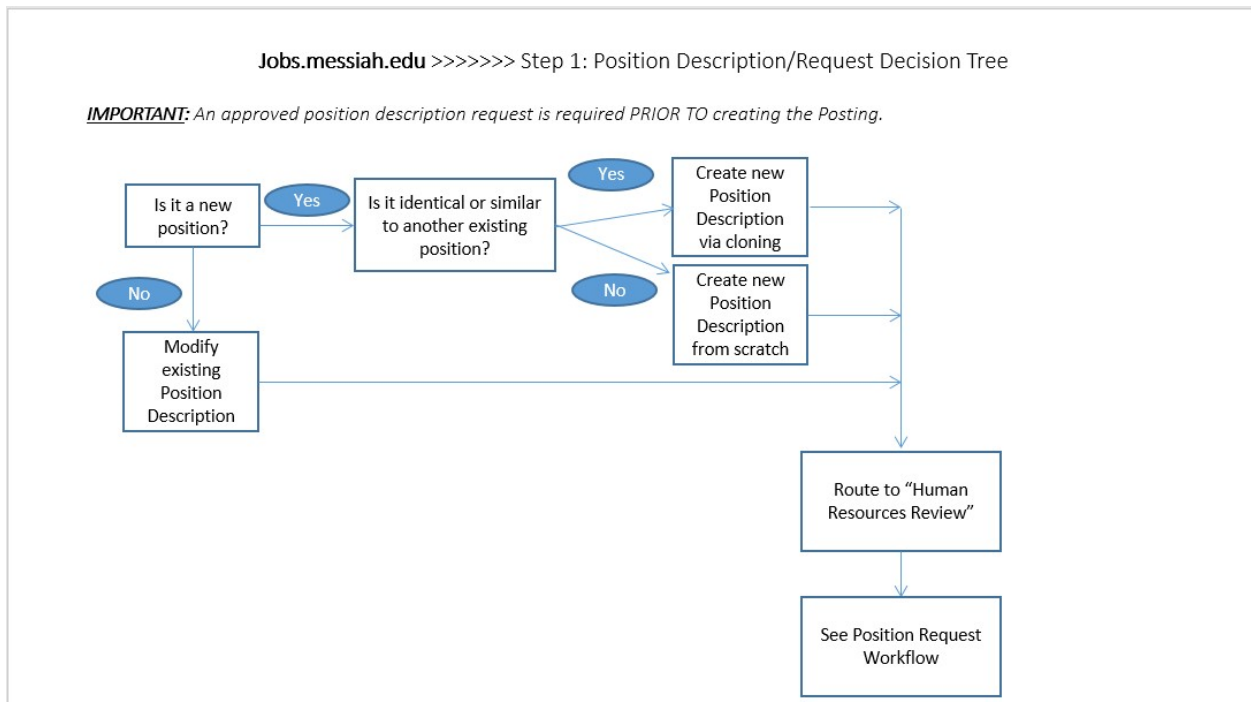
Postings 1 Users 1 Hiring Proposals 8 Position Requests 11

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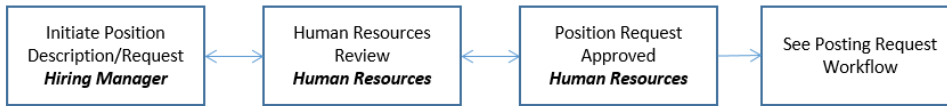
Position Description

Process Overview



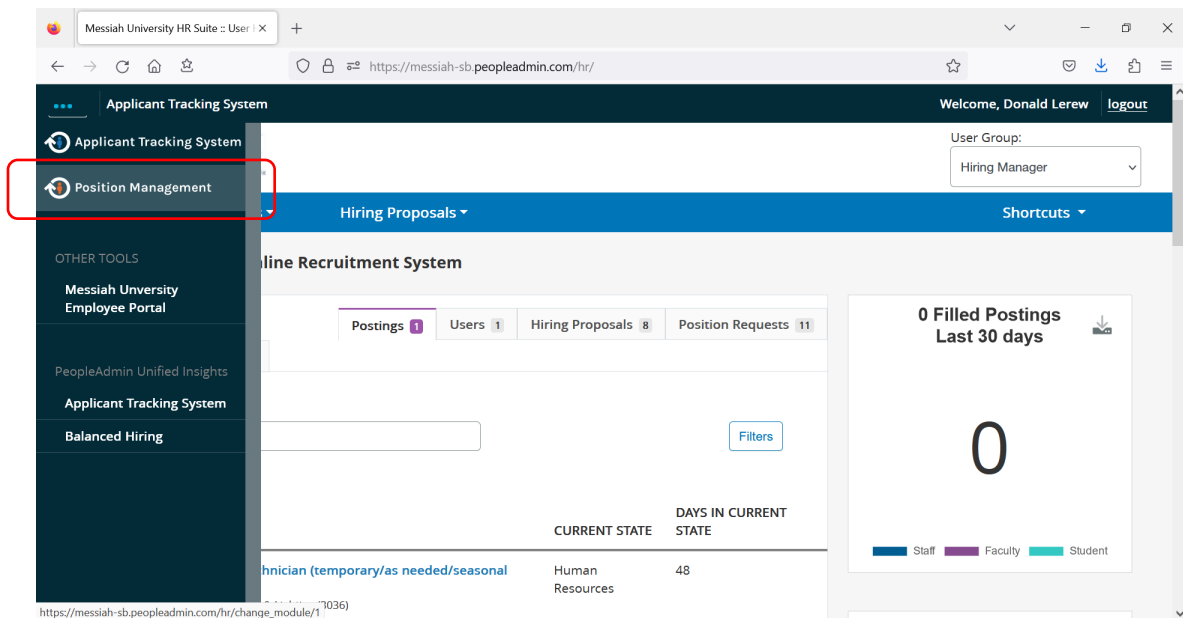
## Jobs.messiah.edu >>>>>> Step 2: Position Description/Request Workflow

**IMPORTANT:** A Position Description is required *PRIOR TO* starting the Posting. If the Position Description already exists and no edits are needed, move directly to the Posting step.

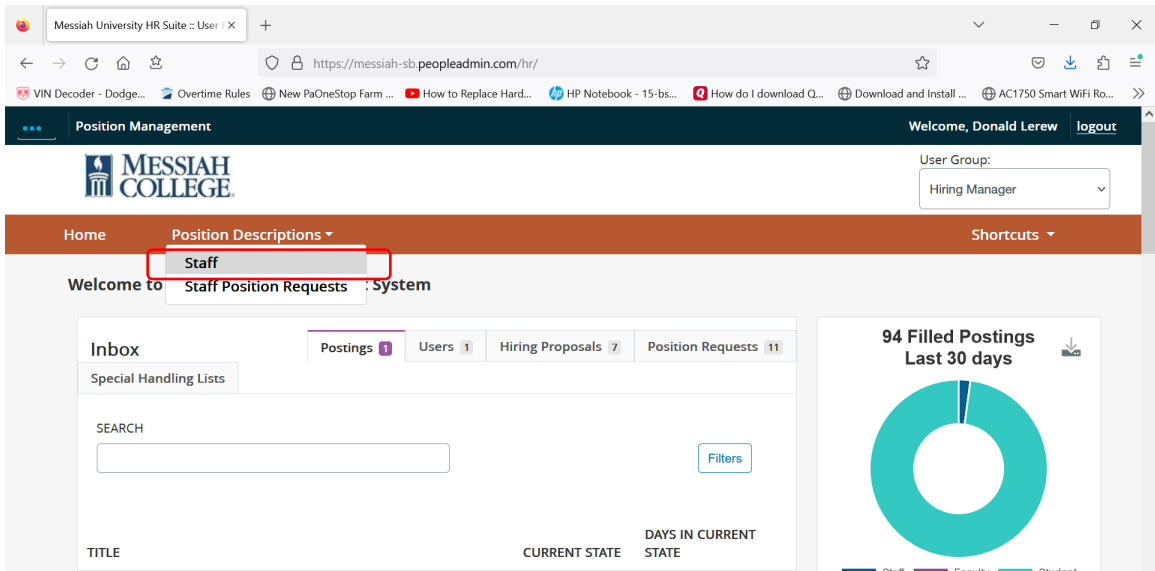


### How to Access Position Descriptions

1. Go to “3 Dot” Menu and select “Position Management”

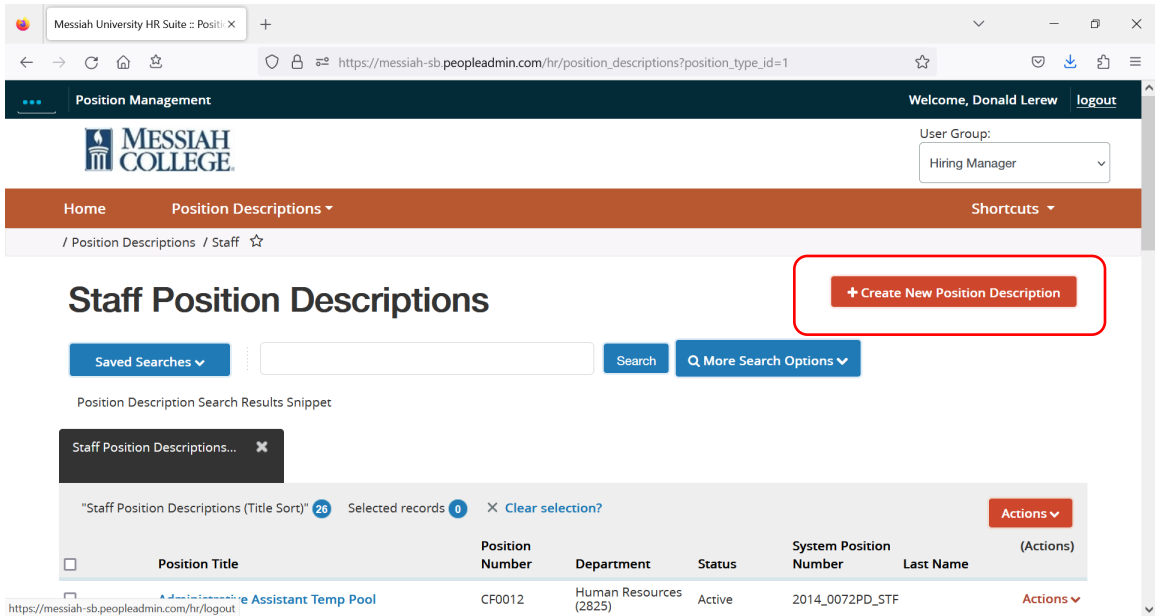


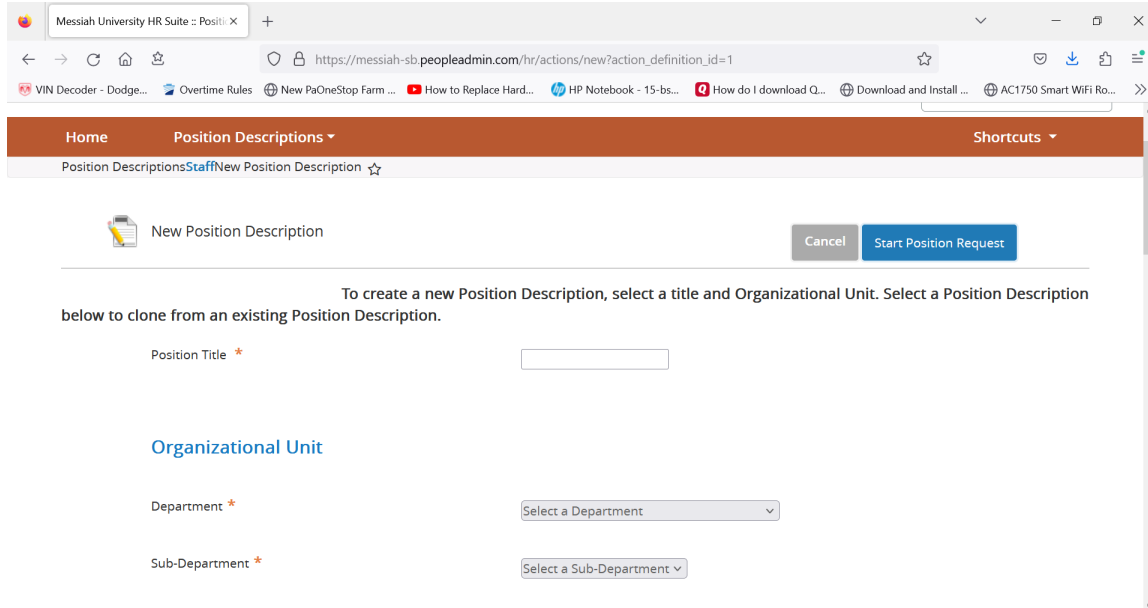
2. Go to “Position Descriptions” and select “Staff”



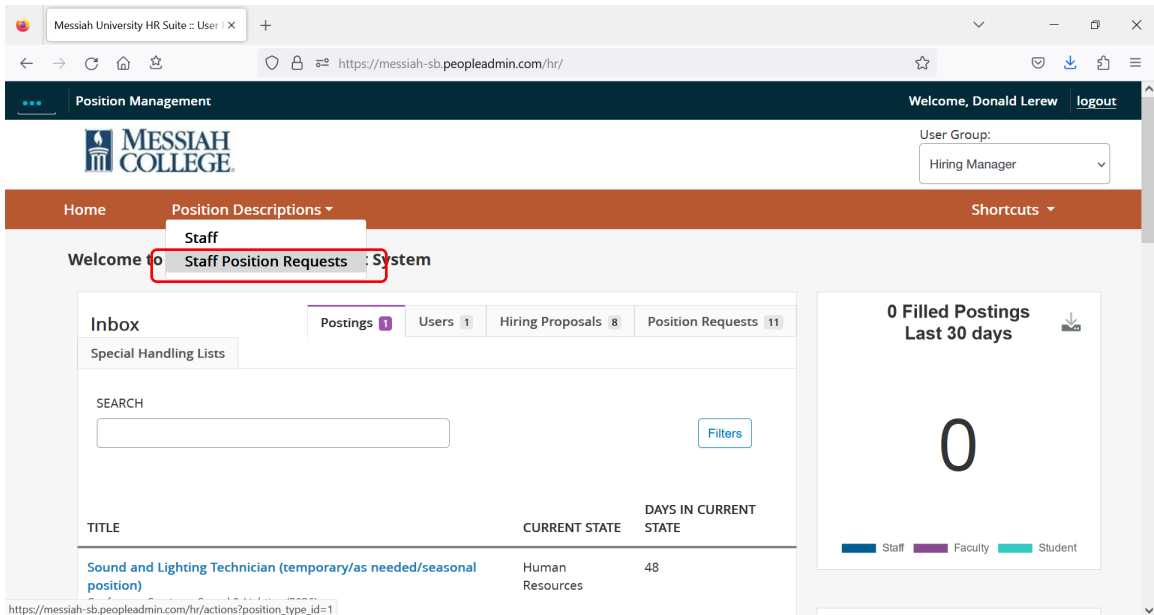
*OPTION #1: If Position Description Does NOT Exist*

1. Create a new position request, select the “Create New Position Description” button, complete the three initial fields and then click the “Start Position Request” button.

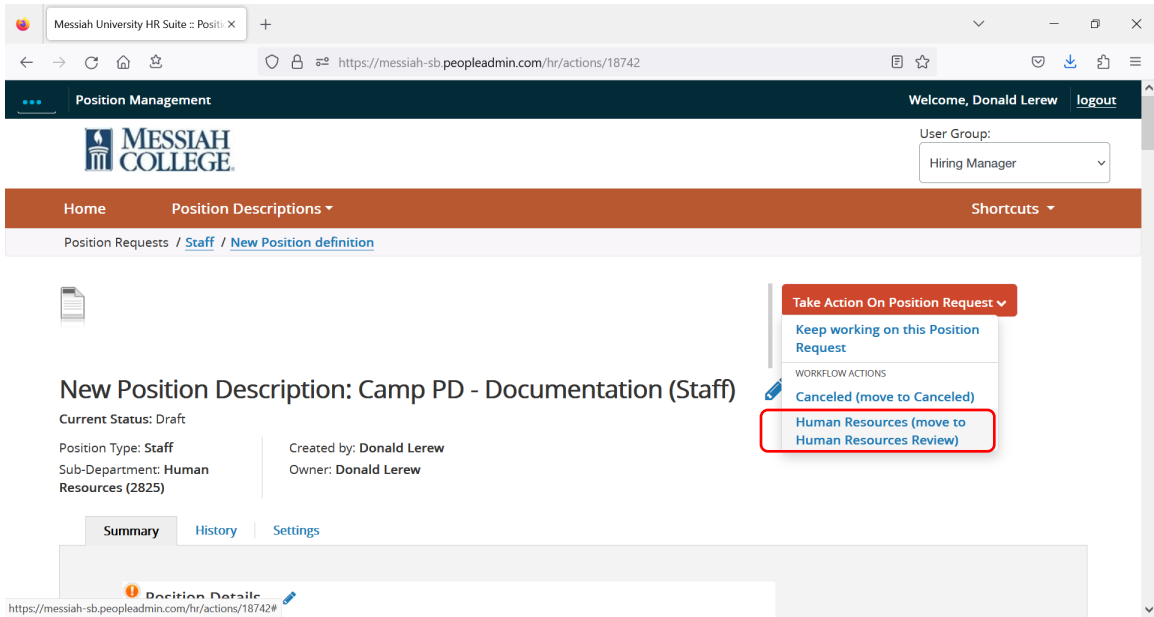




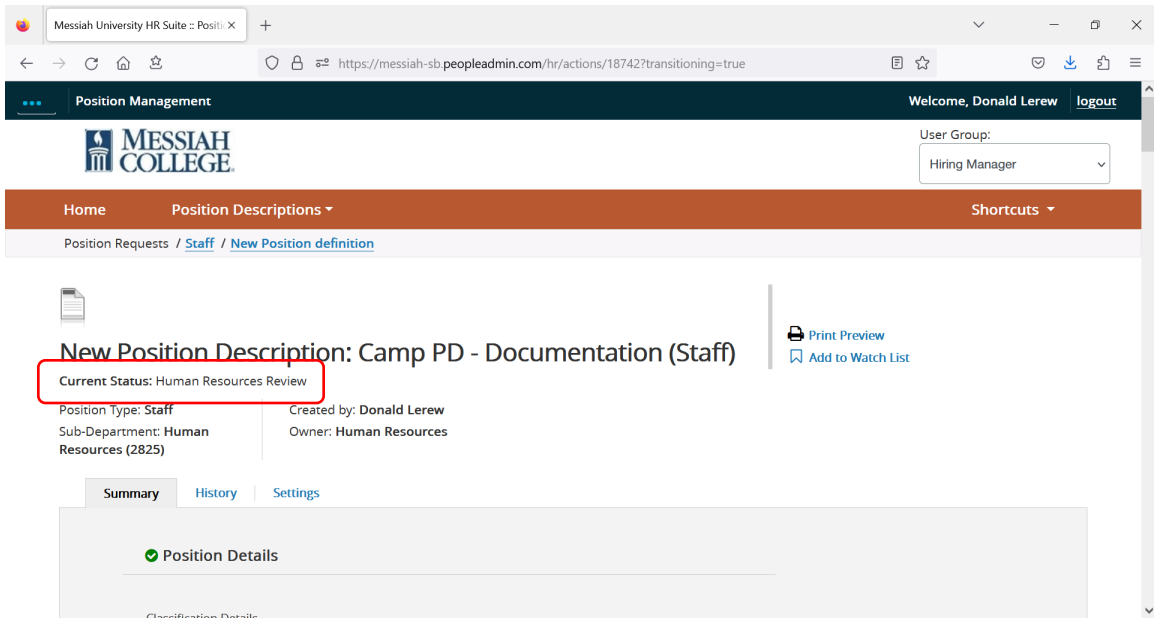
2. When completing the Position Description, please note that some fields that are applicable to other positions are not applicable to camp positions. Please complete those fields as follows:
  - a. Annual Hours = "Camp Assignment"
  - b. # of Months = "Camp Assignment"
  - c. Hours Per Week = "Camp Assignment"
  - d. Work Dates = "Camp Assignment"
  - e. Community of Educators Category = "Non Faculty/Non-COE"
  - f. Justification for Position = "Camp Assignment"
  - g. Funding Details = "Camp Assignment"
  - h. Requested Rate/Base Salary = "Camp Assignment"
3. Click the "Save & Continue" button to progress through the Position Description completion
4. Once started, if need to quit and continue later, go to "Position Descriptions" and select "Staff Position Requests" to see any in-progress requests



5. When completed, submit the Position Request to Human Resources for approval

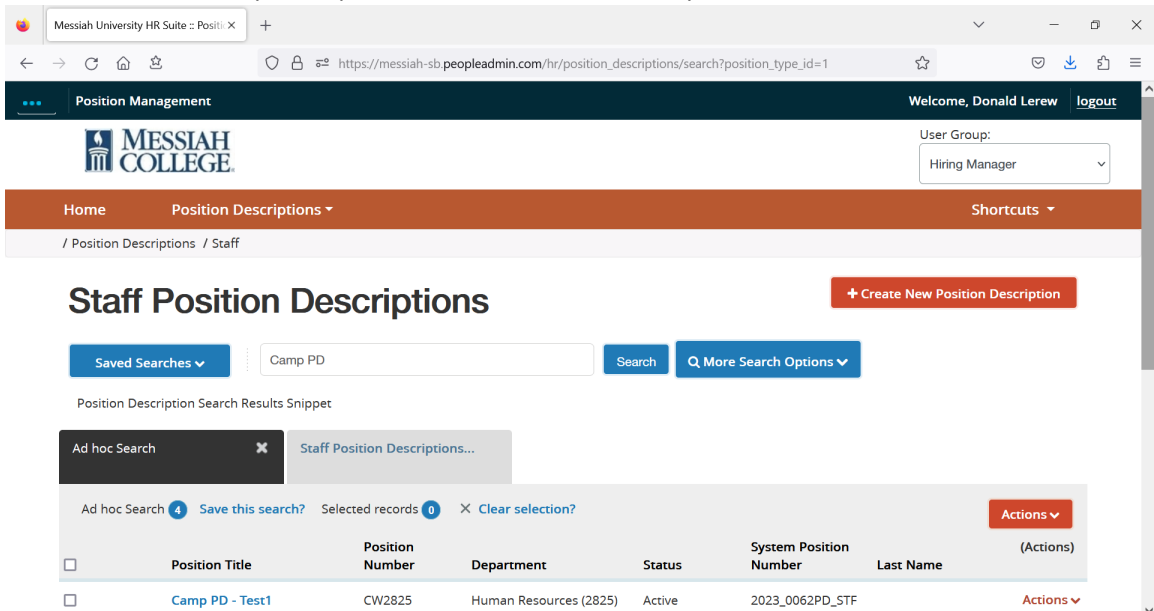


6. When submitted, note that the “Current Status” field changes from “Draft” to “Human Resources Review”



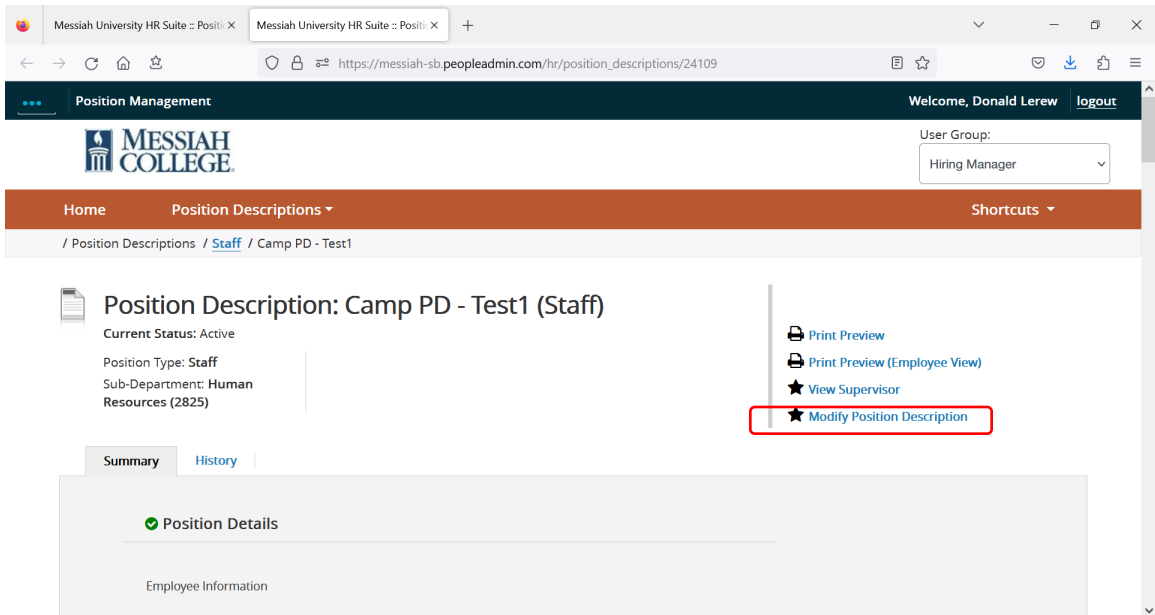
*OPTION #2: If Position Description Exists But Needs Modified*

1. Go to Position Descriptions | Staff and select the desired position

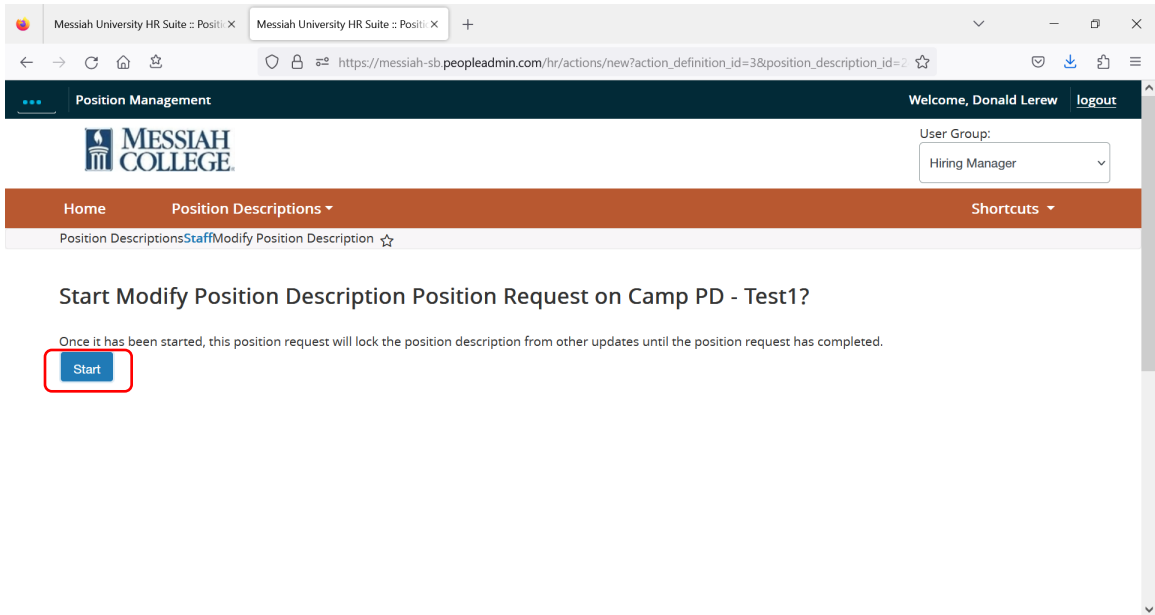


2. Select the "Modify Position Description" link

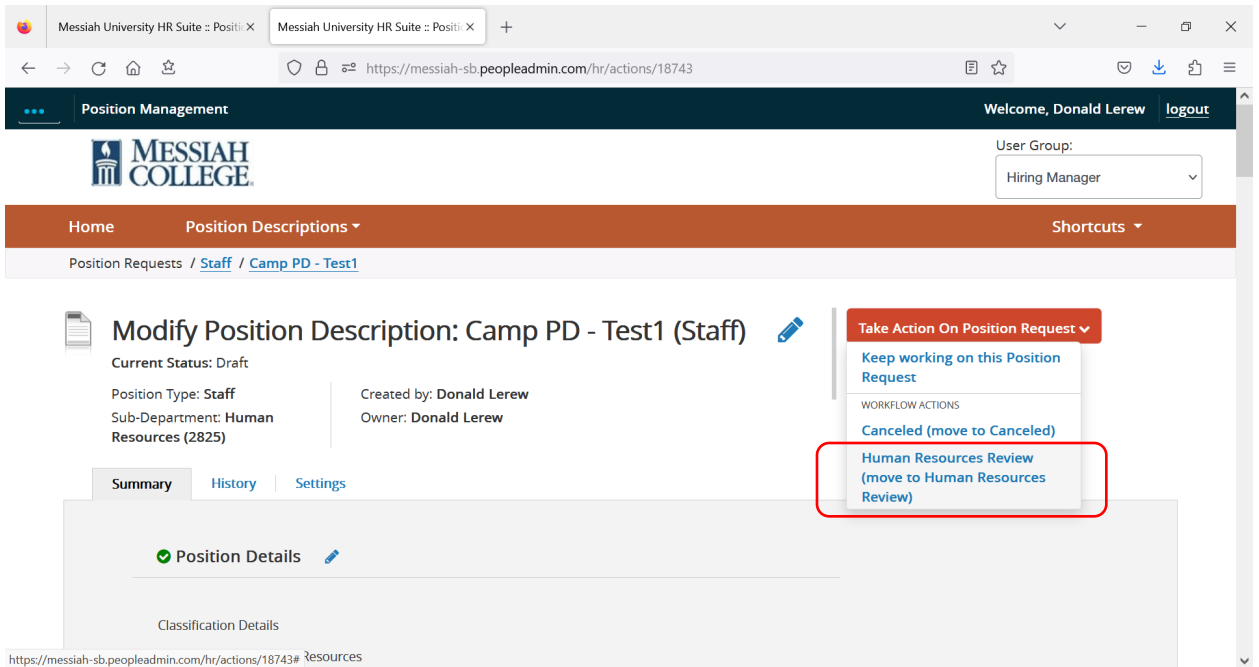




3. Start the modify request by clicking on the “Start” button



4. Once modifications are complete, use the “Take Action on Position Request” drop-down to move to Human Resources Review



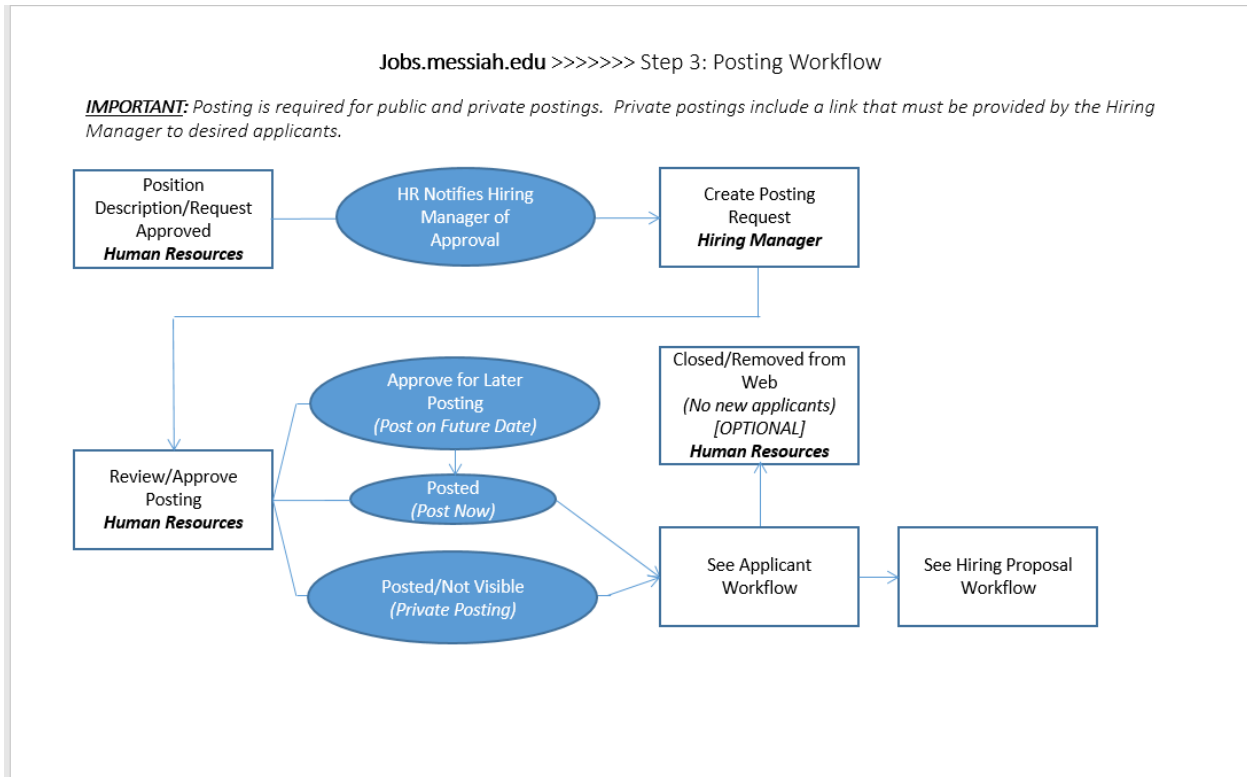
5. Human Resources will review and approve the position request or return for edits.

*OPTION #3: If Position Description Exists and Does NOT Need Modified*

1. Please proceed to the “Posting” section of this document

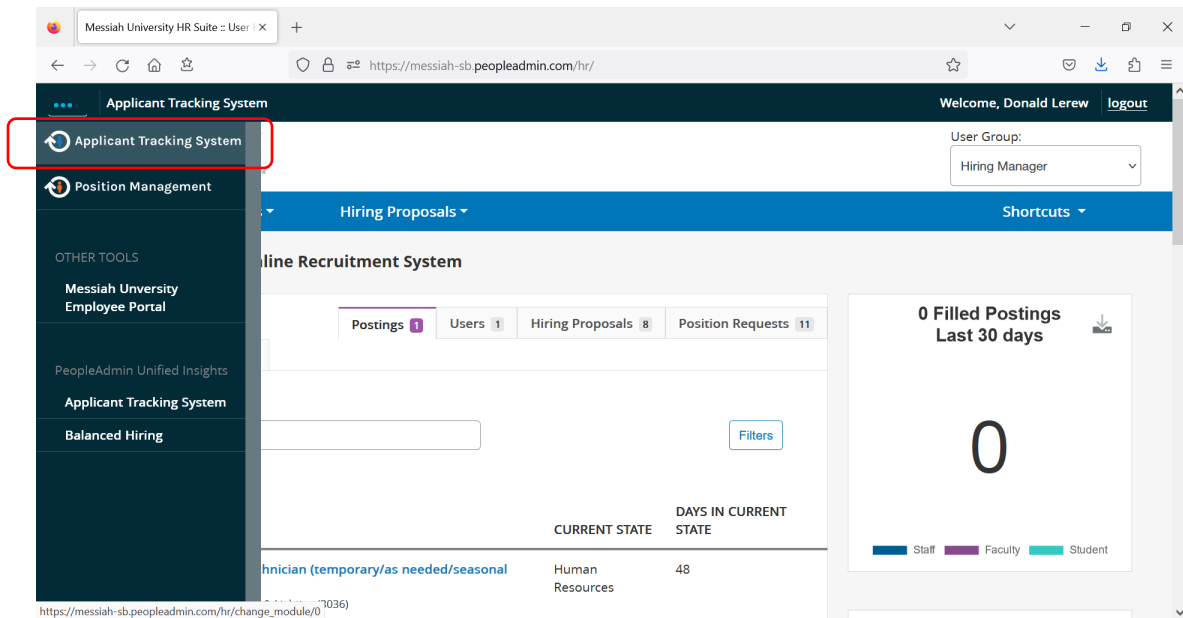
## Posting

### Process Overview

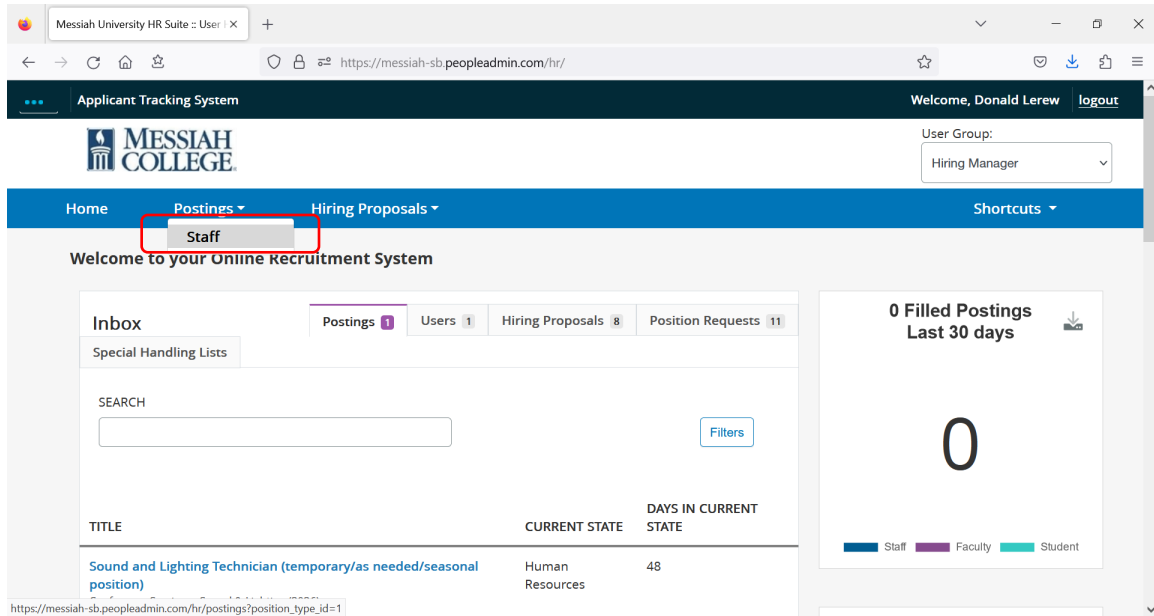


### How to Access the Posting Module

1. Go to “3 Dot” Menu and select “Applicant Tracking System”

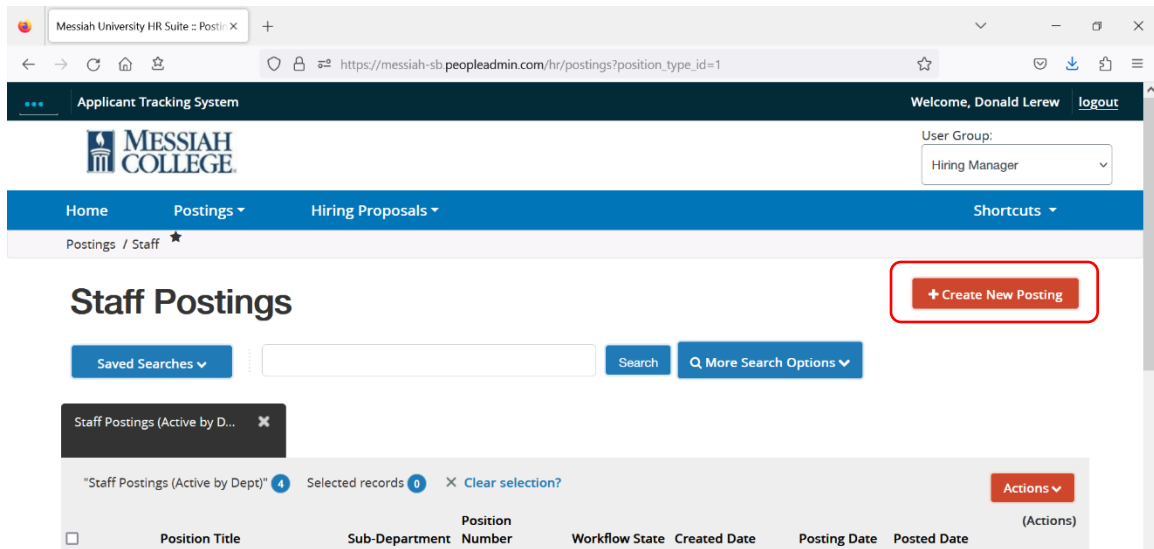


2. Go to "Postings" and select "Staff"

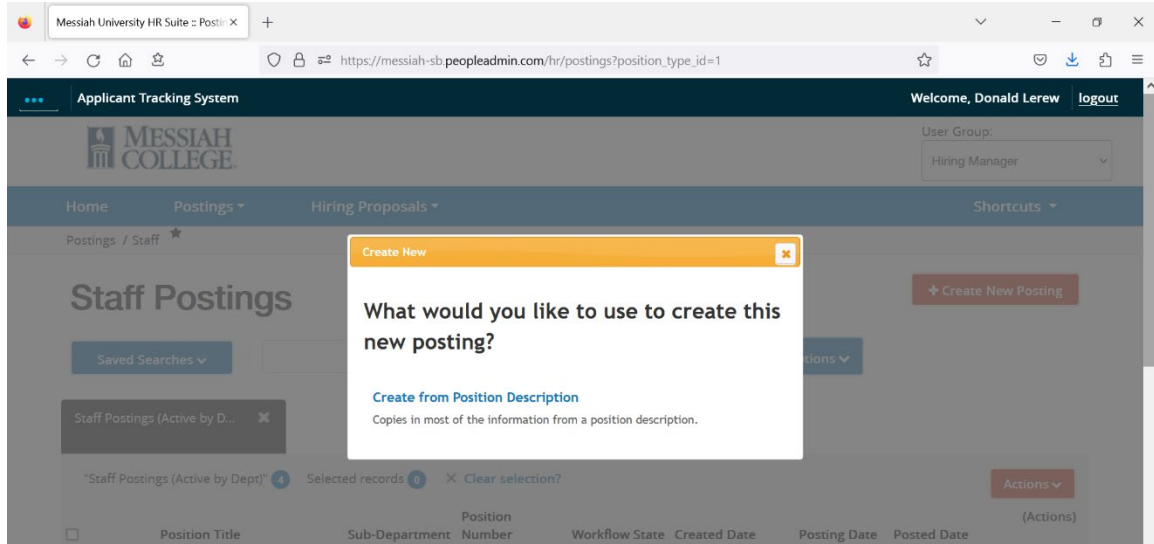


### How to Create a New Posting

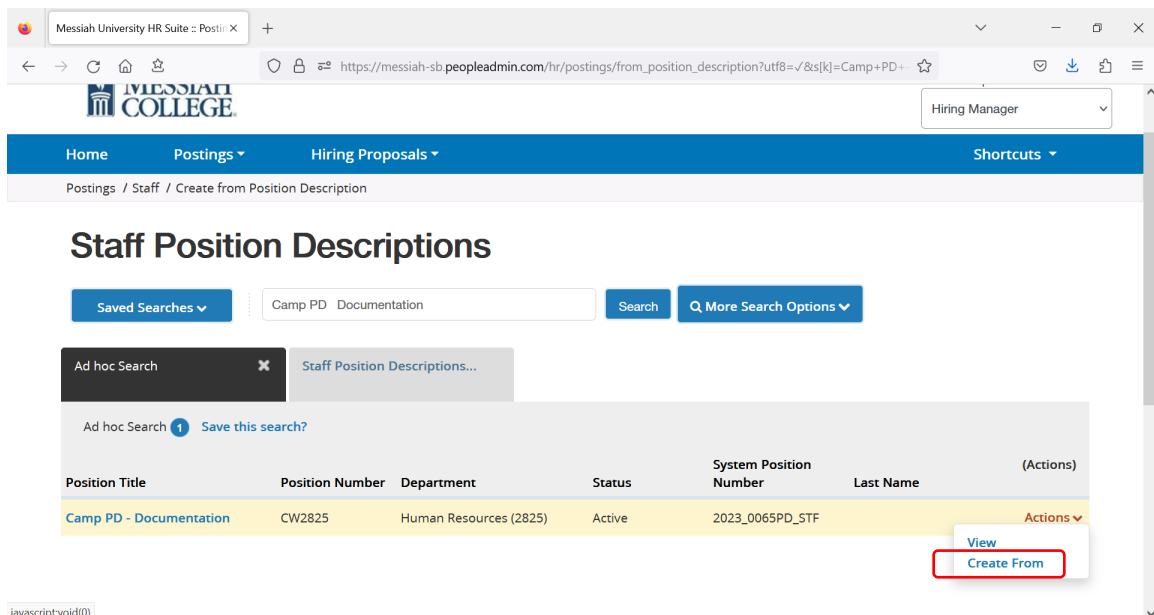
1. Select the "+Create New Posting" Button



2. Select from where the new Posting should be created. All postings MUST be created from an APPROVED Position Description.



3. Select the “Actions” menu beside the desired Position Description and then select “Create From” to create a Posting from the Position Description



4. Select the appropriate general posting options as shown below and follow these important notes:
  - References section is not used and MUST be left blank
  - Online Applications section MUST have the Accept Online Applications checked
  - Accepted Application Form MUST have ONLY the Camp Application checked

Messiah University HR Suite - Postings

https://messiah-sb.peopleadmin.com/hr/postings/new?from\_source\_id=24121

Applicant Tracking System

Welcome, Donald Lerew [Logout](#)

MESSIAH COLLEGE

User Group: Hiring Manager

Home Postings Hiring Proposals Shortcuts

/ Postings / Staff / New Posting

New Posting Cancel Create New Posting

**\* Required Information**

Position Title

**Organizational Unit**

Department \*

Sub-Department \*

**Applicant Workflow**

Workflow State

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

**References**

Reference Notification

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type No Document

Allow a document upload when a reference provider submits a Recommendation?

**Online Applications**

Accept online applications?

Special offline application instructions

B I U ↶ ↷ ↵ ↶ ↷ ↶ ↷ ↶ ↷ ↶ ↷ ↶ ↷

**Accepted Application Forms**

Staff Application

Staff Application Short

Camp Application

Cancel
Create New Posting

5. When completed, select the “Create New Posting” link at the end of the page

6. The Job Posting has various sections. Only the “Position Details” section needs to be reviewed and updated. All other sections should NOT be completed

Messiah University HR Suite :: Postings

https://messiah-sb.peopleadmin.com/hr/postings/24123/edit

Posting was successfully created.

Applicant Tracking System Welcome, Donald Lerew [logout](#)

MESSIAH COLLEGE User Group: Hiring Manager

Home Postings Hiring Proposals Shortcuts

Postings / Staff / Camp PD - Documentation (Draft) / Edit: Position Details

**Editing Posting**

- Position Details
- Posting Specific Quest...
- Applicant Documents
- Guest User
- Search Committee Members
- Evaluative Criteria
- Internal Posting Docum...
- Summary

**Position Details** [Save](#) [Save & Continue](#)

[Check spelling](#)

Postings may be started, saved, and completed at a later time. Please be sure to click 'Save' or 'Next>>' to save changes on each page.

**\* Required Information**

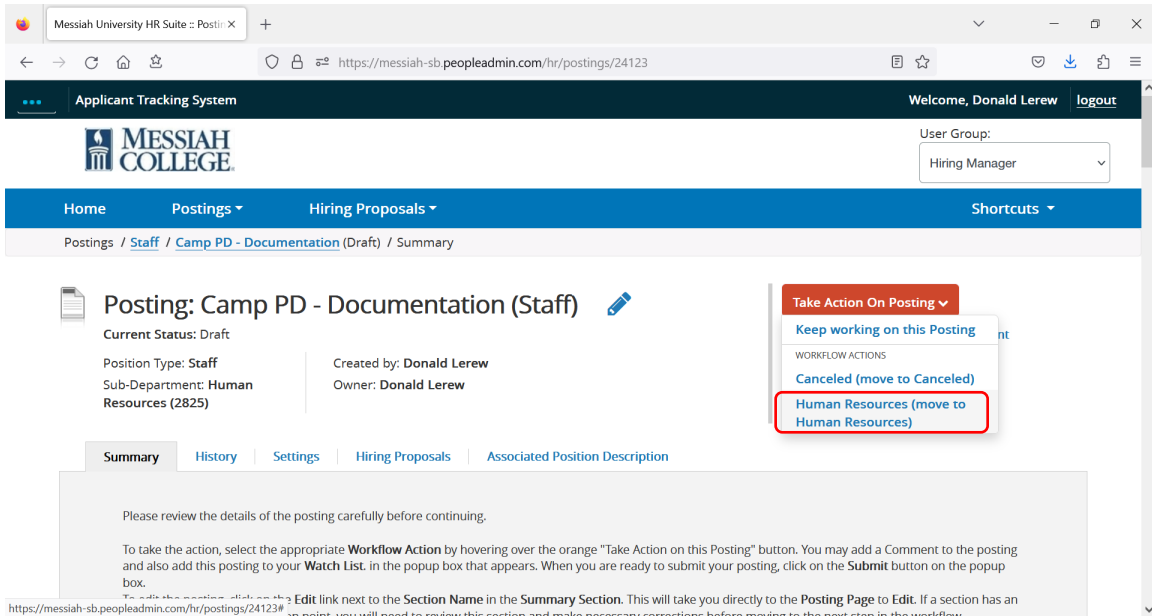
Posting Number

Posting Number

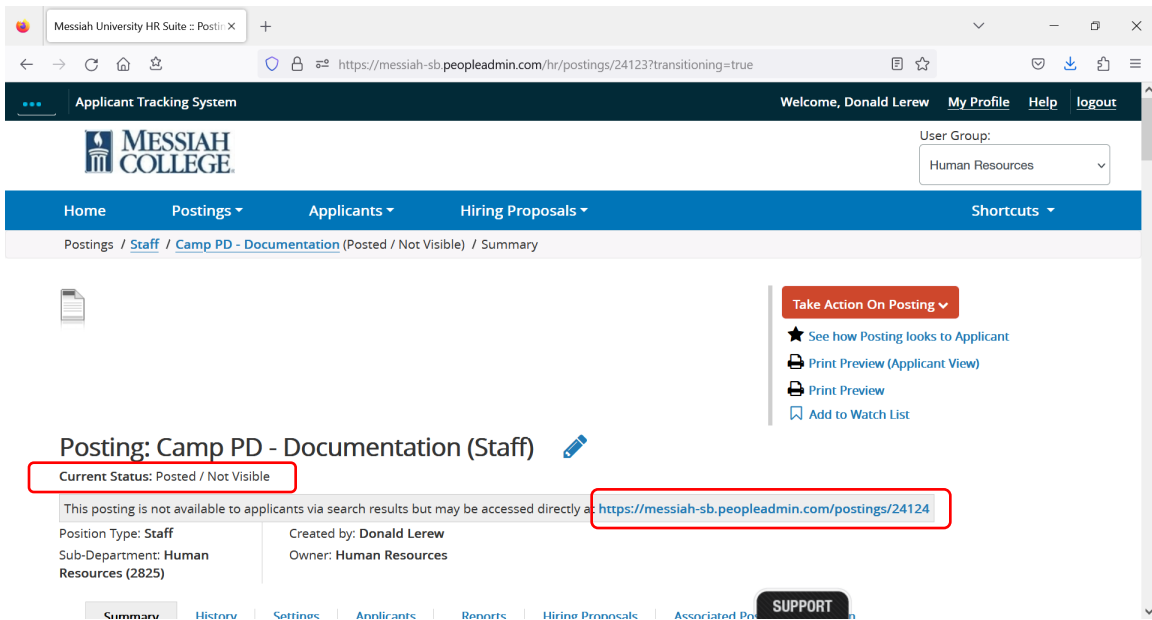
Classification Details

7. Most fields on the Position Details tab will be defaulted from the approved Position Description and will NOT require editing. Please complete any required/optional fields, as appropriate, on the Posting form. The general rules for these fields are as follows:
- a. Posting Date → typically will use the current date
  - b. Open Until Filled → this checkbox should be selected

- c. Application Deadline → typically will be left blank. Otherwise, no applications will be permitted after this date (used in conjunction with unchecked “Open Until Filled” field)
  - d. Advertising Fields → HR does not advertise for these positions, so please leave blank
  - e. Total amount to spend on advertising → please enter “N/A”
  - f. Orgn-Acct to charge for advertising → please enter “N/A”
8. Upon completion, move the Posting request to Human Resources via the “Take Action on Posting” menu:



9. Human Resources will review and approve the Posting with a status of “Posted, Not Visible”. The “Current Status” will transition to “Posted / Not Visible” and a link to be shared with applicants will appear immediately below the “Current Status” field

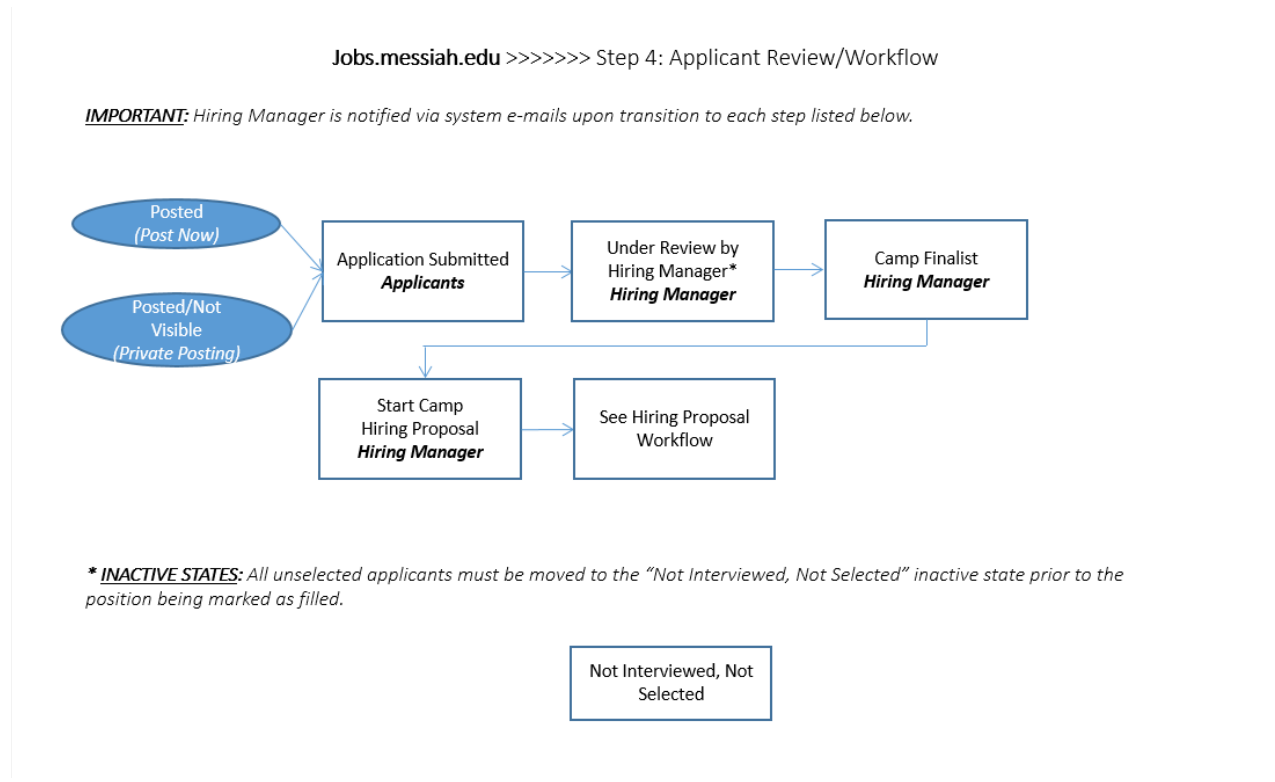




10. Please share the Posting link with desired applicants to start the application collection process

Applications

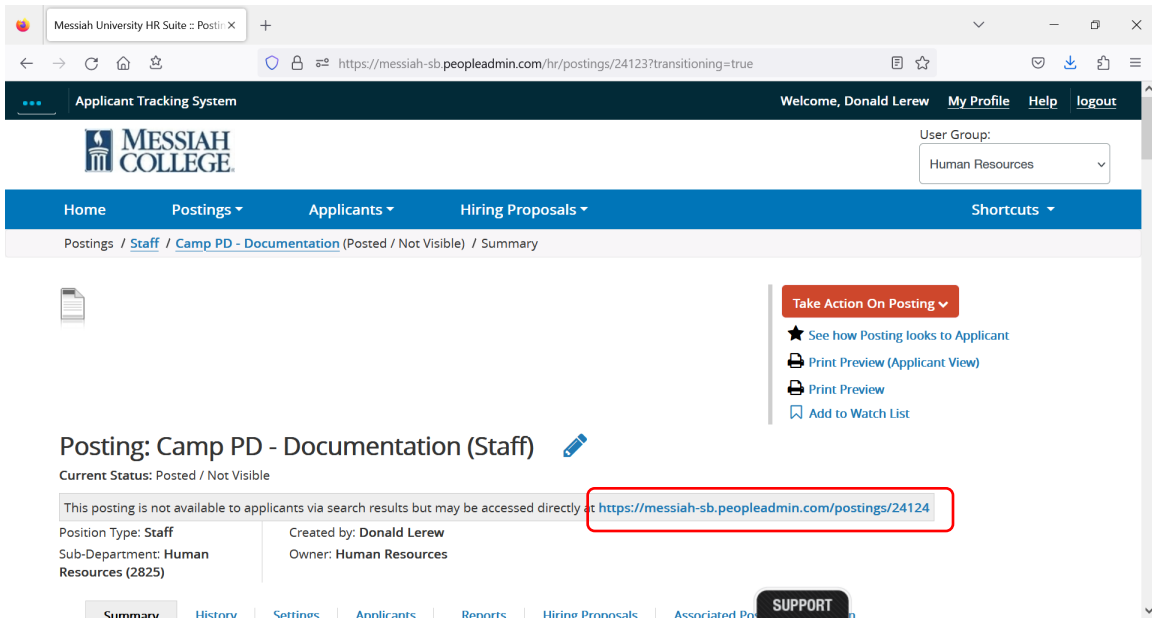
Process Overview



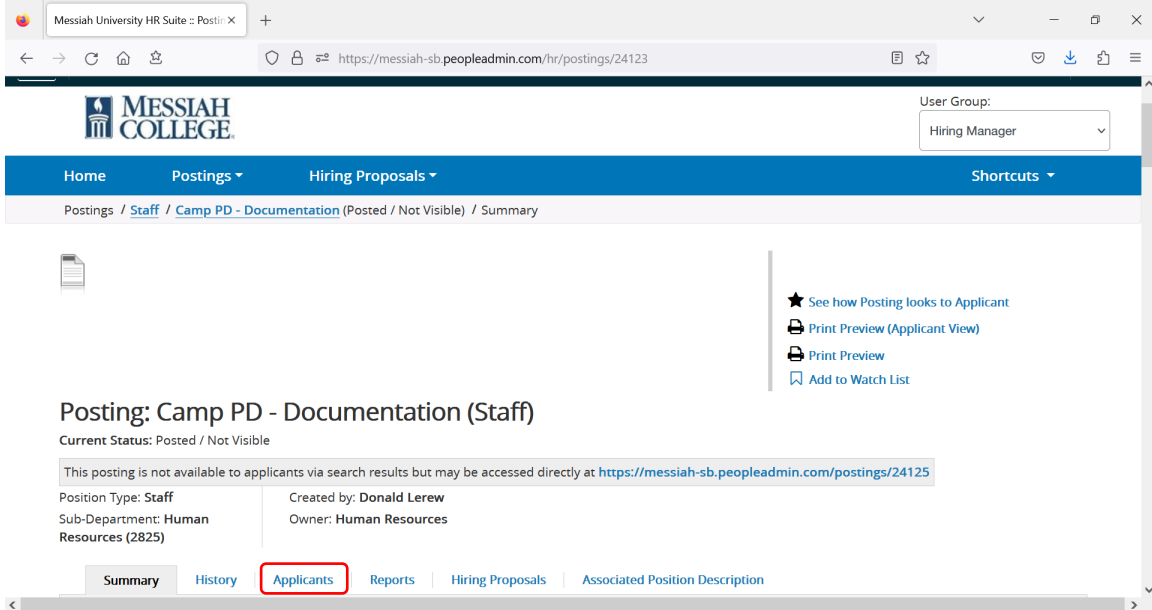
Collecting and Evaluating Applications

Applicants can NOT access camp job postings via the public website. Instead, applicants will be required to apply after receiving the “Posted, Not Visible” link to the job posting via the Hiring Manager.

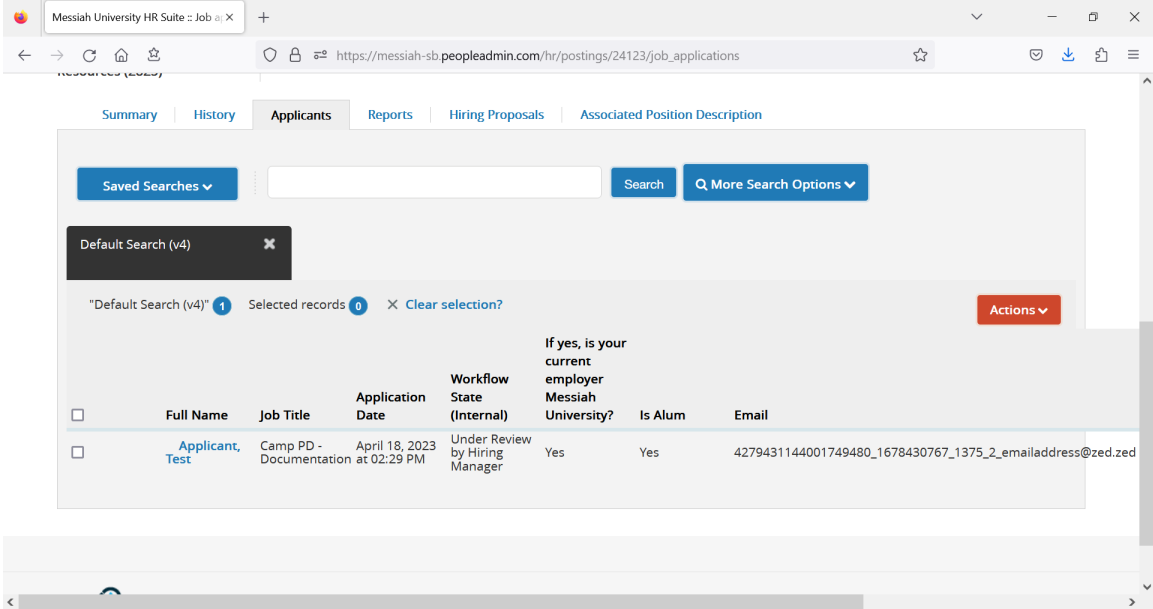
1. The Hiring Manager will provide the Posting link to desired applicants



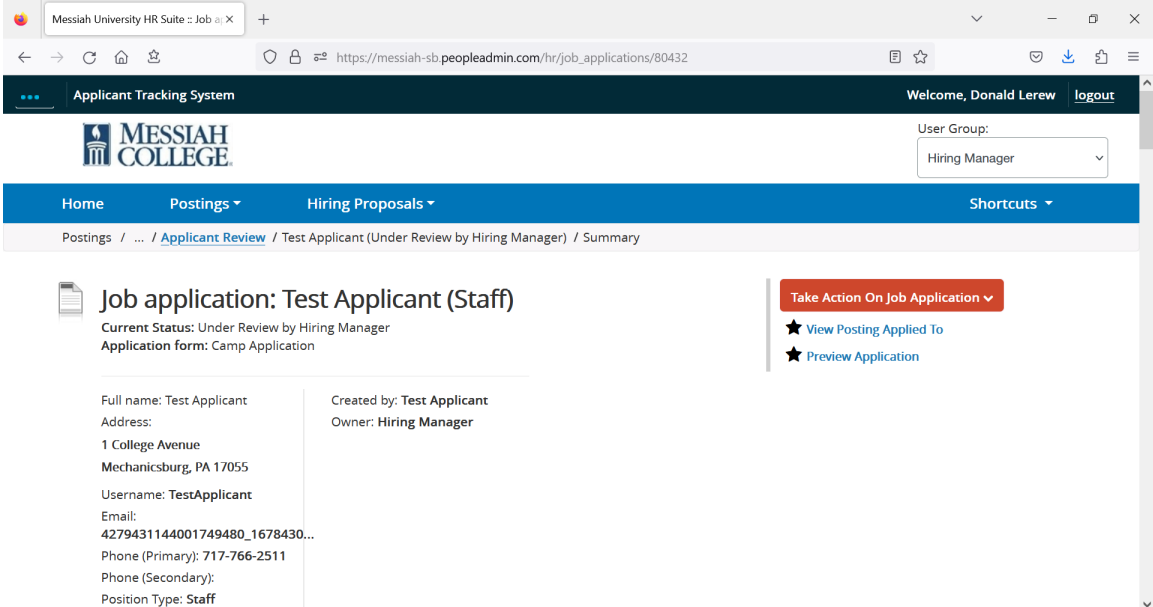
2. Applicants will create an applicant account in order to complete and submit an application
3. The Hiring Manager will receive a system e-mail notification immediately upon submission of each application
4. Go to the desired posting and select the Applicants tab to view a list of applicants



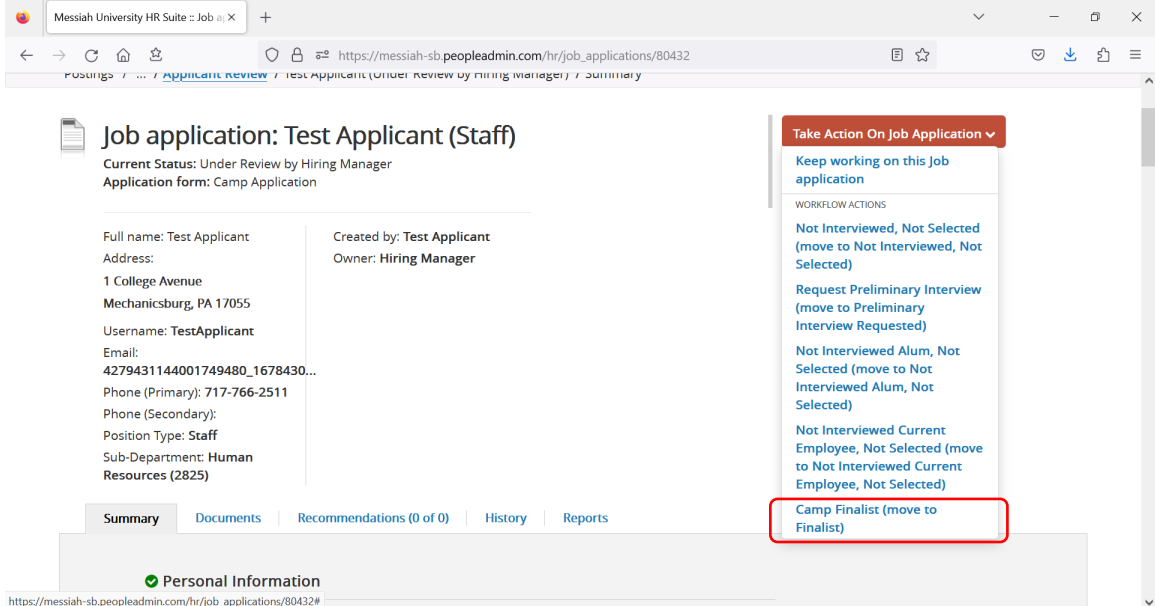
5. Click on the name of the desired applicant to view the application



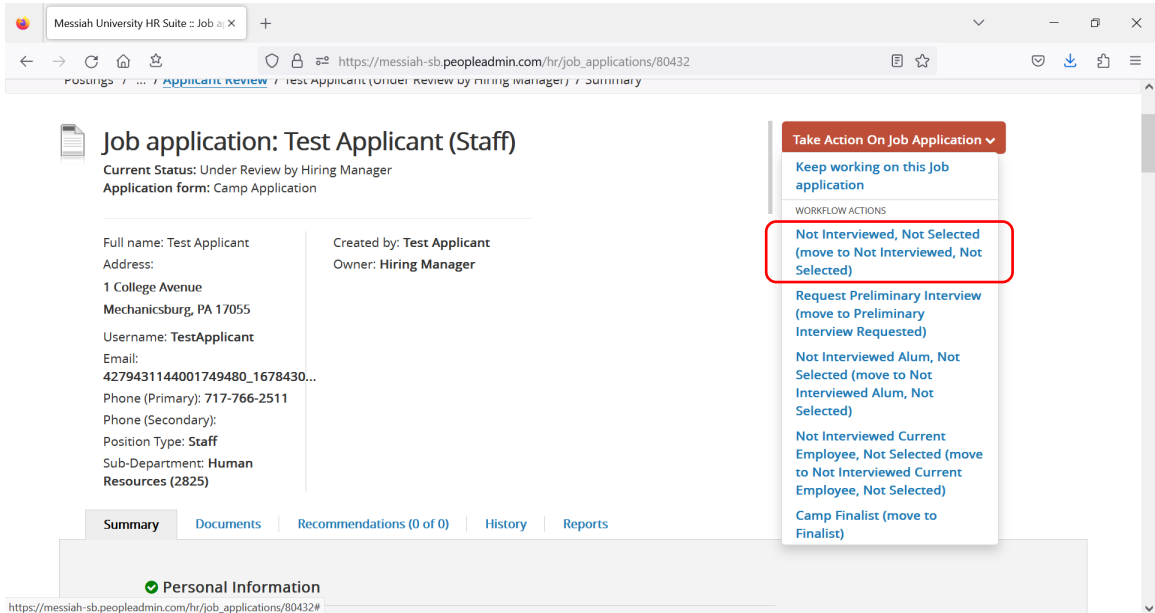
6. Review the application



7. Applicants to be requested for hire must be moved to “Camp Finalist (move to Finalist)” via the “Take Action on Job Application” menu



- Applicants NOT selected should be moved to the “Not Interviewed, Not Selected” workflow state if the Hiring Manager wishes to utilize an automated e-mail to unselected applicants. If the Hiring Manager wishes to send personalized e-mails, applicants should be kept at the “Under Review by Hiring Manager workflow state



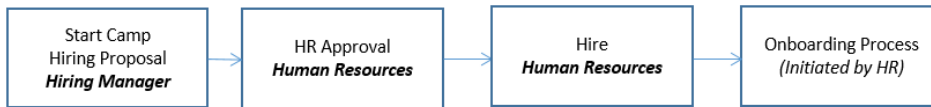
- The Hiring Manager will use the “Hiring Proposal” process (outlined next in this document) to submit requested hires to Human Resources for approval.

## Hiring Proposals

### Process Overview

#### Jobs.messiah.edu >>>>>> Step 5: Hiring Proposal

**IMPORTANT:** A completed Hiring Proposal (i.e., status of "Hire") is required in order to fill the Posting. If no hires are made, the Posting must be cancelled.



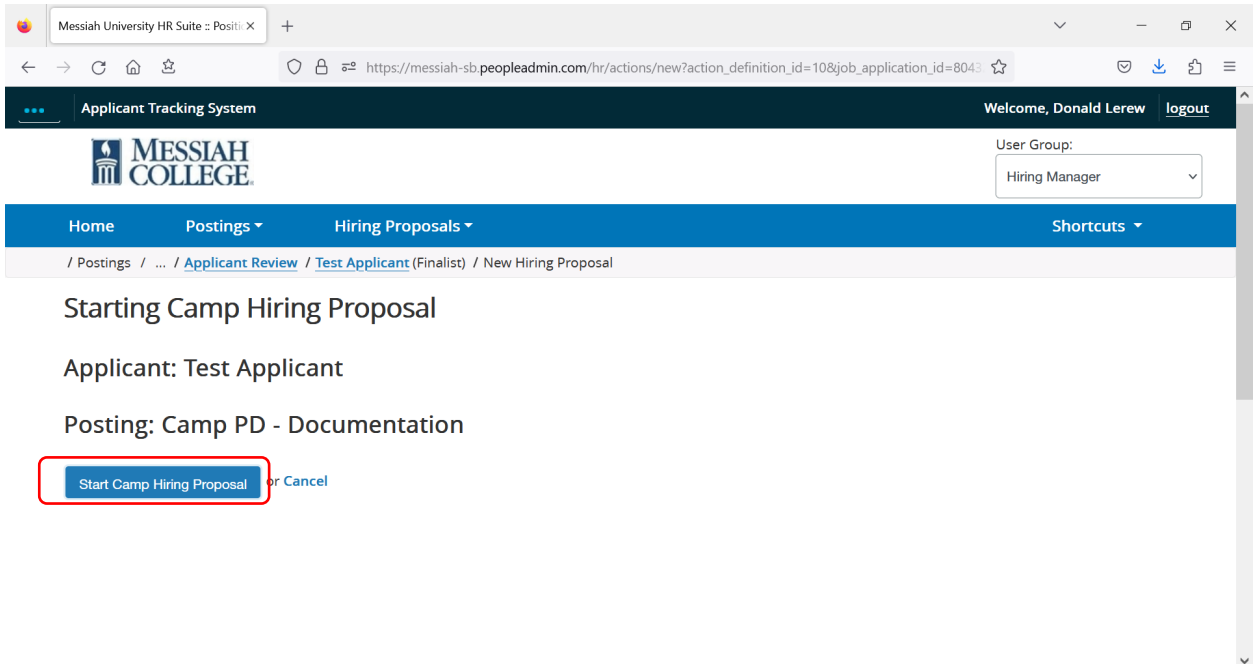
### Initiating and Submitting Hiring Proposals

A hiring proposal must be submitted separately for each applicant requested for hire.

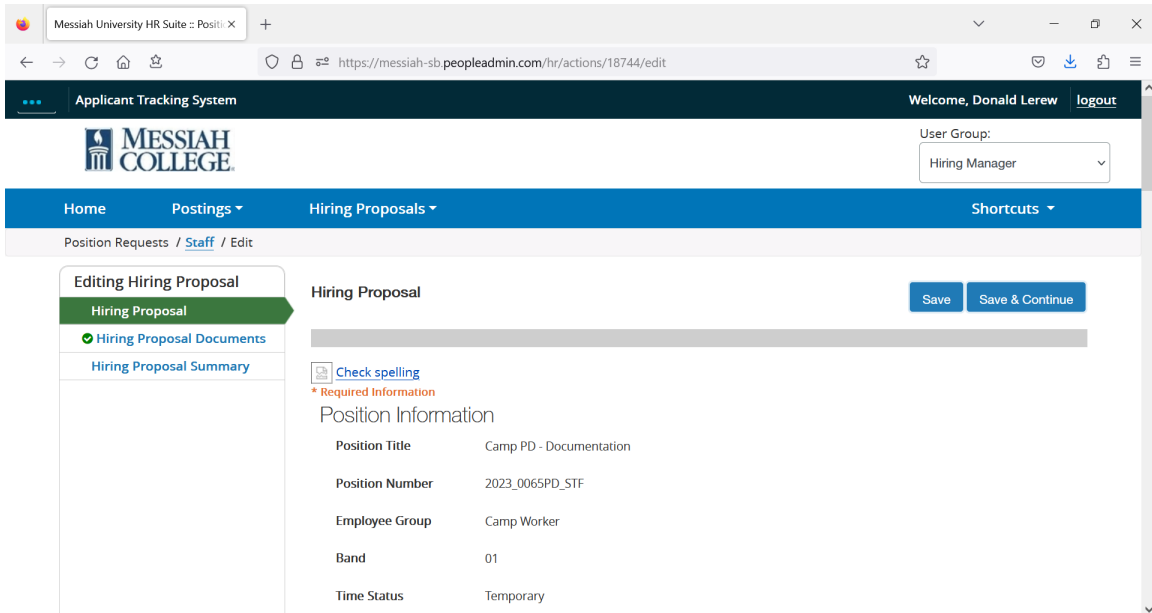
1. The Hiring Manager must ensure the desired applicant is at the "Finalist" workflow state to be able to start a Camp Hiring Proposal.
2. Applicants to be requested for hire require the submission of a Hiring Proposal. The Hiring Manager submits the Hiring Proposal by selecting the "Start Camp Hiring Proposal" option below the Take Action menu. **It is VERY important that the "Start Camp Hiring Proposal" option is selected** or an incorrect workflow will be triggered requiring the hiring proposal to be cancelled.

The screenshot shows a web browser window displaying the Messiah University HR Suite. The page title is "Application was successfully transitioned". The user is logged in as Donald Lerew, a Hiring Manager. The navigation menu includes Home, Postings, Hiring Proposals, and Shortcuts. The current page is "Job application: Test Applicant (Staff)", showing the current status as "Finalist" and the application form as "Camp Application". The "Take Action On Job Application" menu is open, and the "Start Camp Hiring Proposal" option is highlighted with a red box. The applicant's information is displayed, including full name, address, and contact details.

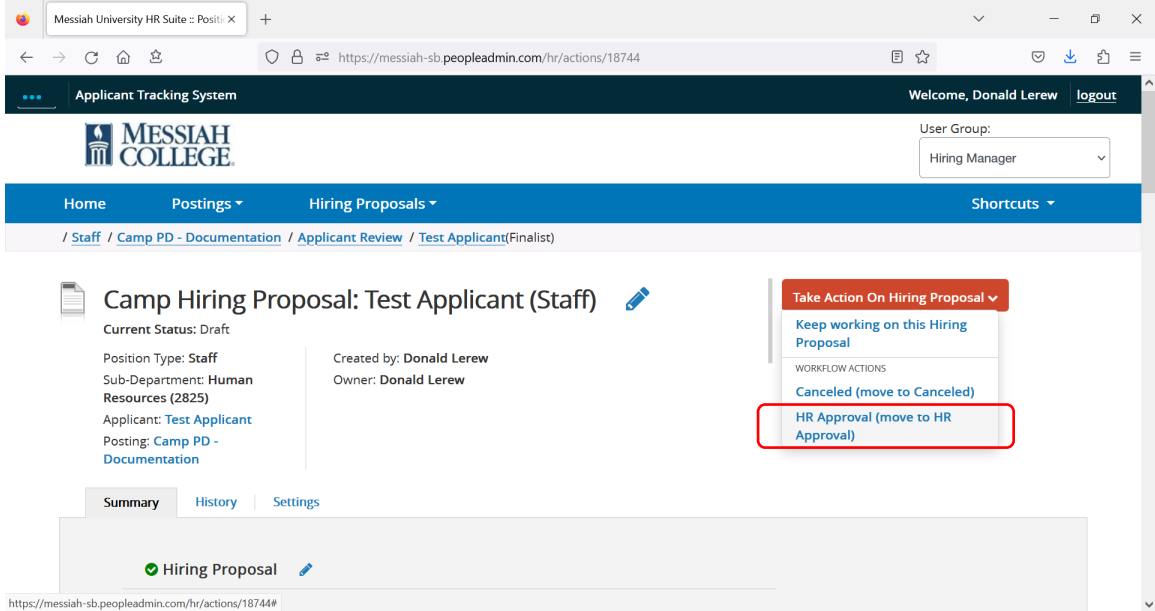
3. On the subsequent screen, review the information (no edits are needed) and select the "Start Camp Hiring Proposal" button to initiate the Hiring Proposal



4. Complete all required and any optional fields (as needed) on the Hiring Proposal



- a. Employee ID (per Dept) → Hiring Manager should enter, if known
  - b. Gender → **MUST** be collected and entered by Hiring Manager
  - c. Salutation → **MUST** be collected and entered by Hiring Manager
  - d. Social Security Number → **MUST** be collected and entered by Hiring Manager
  - e. Birthdate → **MUST** be collected and entered by Hiring Manager
  - f. Hiring Rate/Salary → Hiring Manager should enter “Camp Rate”
  - g. Proposed Start Date → Hiring Manager should enter first day of first camp worked
  - h. Proposed End Date → Hiring Manager should enter last day of last camp worked
5. When completed, route the Hiring Proposal to Human Resources for final approval using the “HR Approval (move to HR Approval)” option under the “Take Action on Hiring Proposal” menu



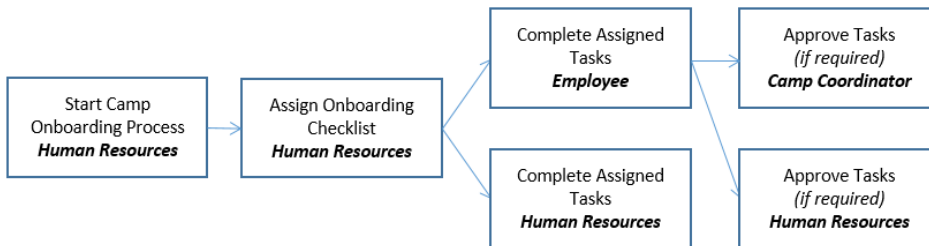
6.

## Onboarding

### Process Overview

#### Jobs.messiah.edu >>>>>>> Step 6: Onboarding Tasks

**IMPORTANT:** A completed Hiring Proposal (i.e., status of "Hire") is required for HR to start the Onboarding process



### Onboarding Instructions – Academic Camps Only

Currently all system onboarding tasks are completed by Human Resources.

### Onboarding Instructions – Athletics Camps Only

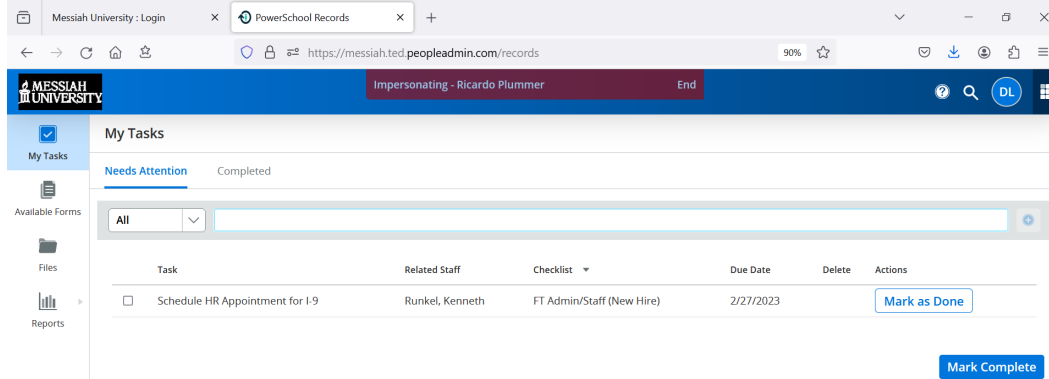
Onboarding is a shared responsibility between Athletics and Human Resources. Human Resources will launch Onboarding checklists based on the type of camp worker and required items. Athletics will monitor and manage the Onboarding checklists for all camp workers.

Camp Workers will be assigned to one of the following three Onboarding checklist categories unless no documents are required:

1. New Employee → Camp – Athletics (New Hire) checklist
2. Continuing Camp Employee → Camp – Athletics (Camp-Continuing) checklist
3. Current Messiah (Non-Camp) Employee → Camp – Athletics (MU EE) checklist

Viewing Tasks Requiring Athletics’ Attention

1. Go to “My Tasks” (will be taken here by default upon first entering Employee Records)



2. Select the “View”, “Sign/Rev/Appr” button or the “Mark as Done” Action button beside the task
  - a. “View” → requires Athletics to access and complete the item.
  - b. “Sign/Rev/Appr” → requires Athletics to review and sign to complete the form
  - c. “Mark as Done” → requires Athletics to simply select to indicate item is complete

Athletics will complete/approve specified Onboarding tasks

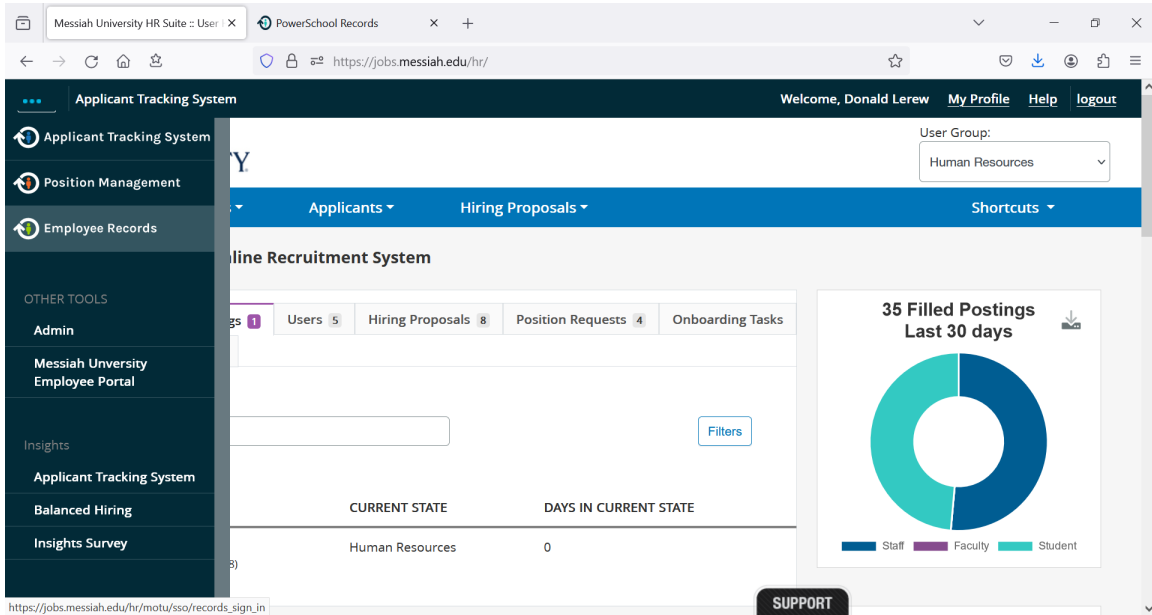
1. Tasks Requiring Action by Athletics
  - a. Upload Mandatory Reporter Training Certificate
  - b. Send & Upload Work Permit Letter
2. Tasks Requiring Approval
  - a. I-9 Form → complete Section 2 and submit. Form will be routed to Human Resources for official records.
  - b. Work Permit → review work permit to ensure complete, correct and no issues
  - c. Background Check → review clearances to ensure complete, correct and no issues
  - d. Provide Login Instructions for Mandatory Reporter Training → check off when done
  - e. Hepatitis B Form → review clearances to ensure complete, correct and no issues.
3. Tasks Routing Directly to Human Resources upon completion. No action required.
  - a. Employee Profile Form
4. Tasks Routing Directly to Payroll upon completion. No action required.
  - a. W-4, Residency Certification Form, Direct Deposit Authorization
5. Tasks Not Requiring Action
  - a. All tasks not listed above

Athletics will monitor the completion status of all checklists for all athletics camp workers via the Employee Records system within PeopleAdmin.

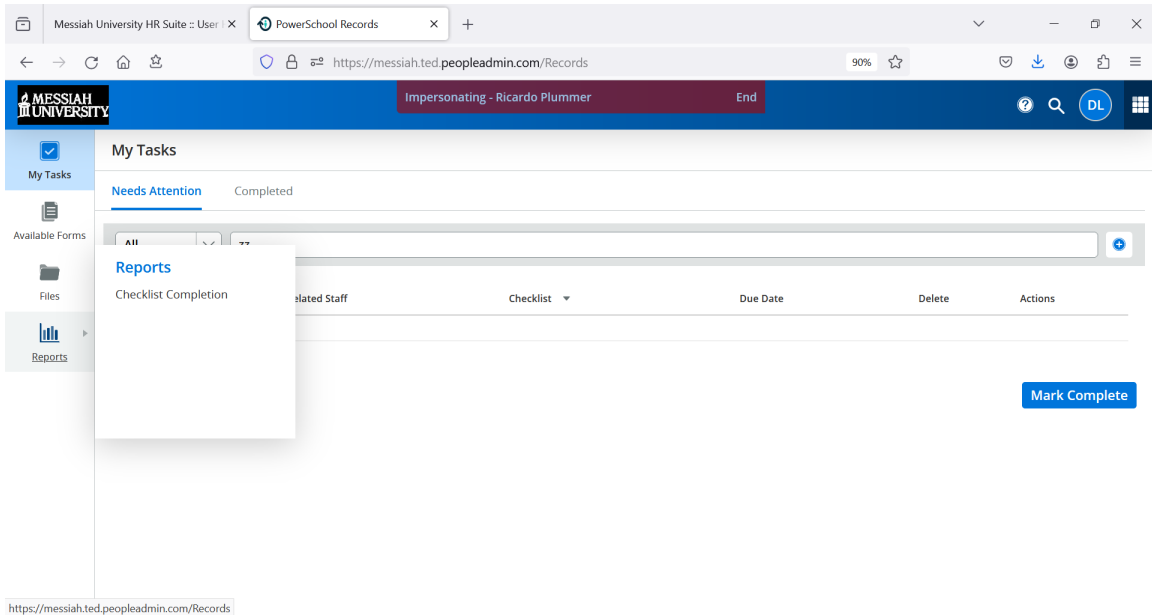
1. Log in to <https://jobs.messiah.edu/hr>.



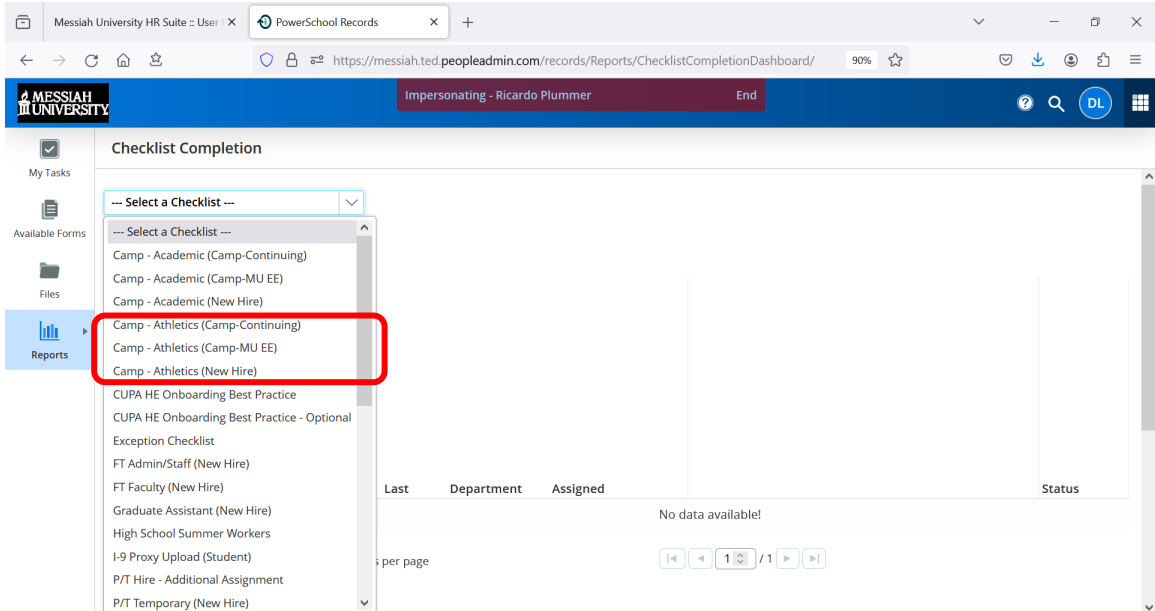
2. Select “Employee Records” from the 3-dot menu in the upper-left side of the screen:



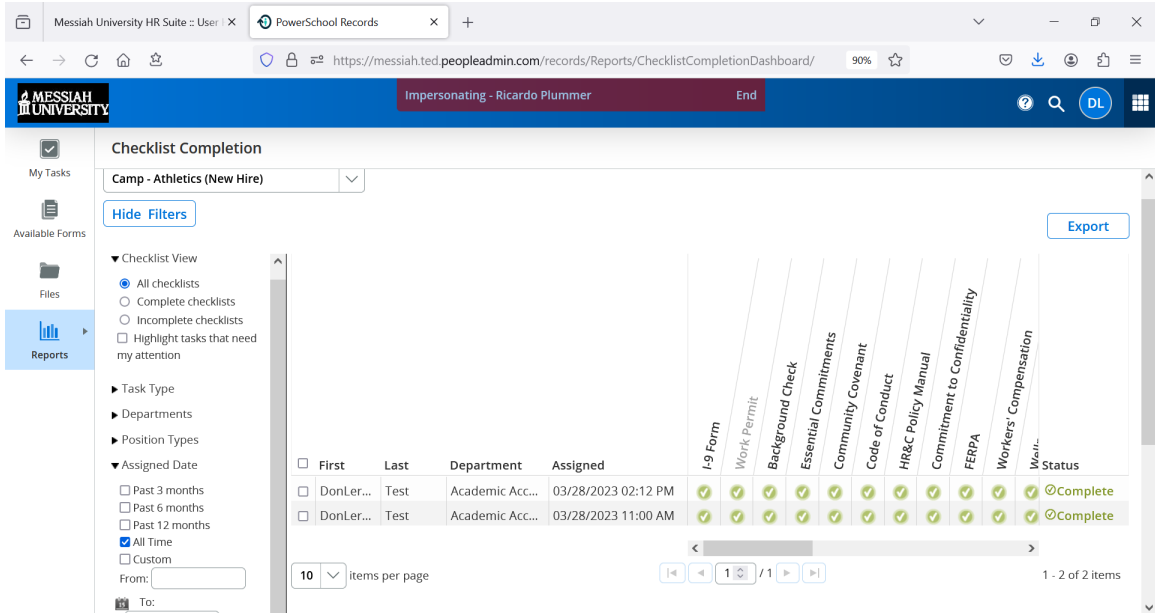
3. Select the “Reports” button on the left side of the page and select “Checklist Completion” report








- Select the desired checklist from the “Select a Checklist” drop-down menu. Please note that each of the three checklists need to be accessed separately.



- Enter the filter criteria. Typically the following criteria will be used:

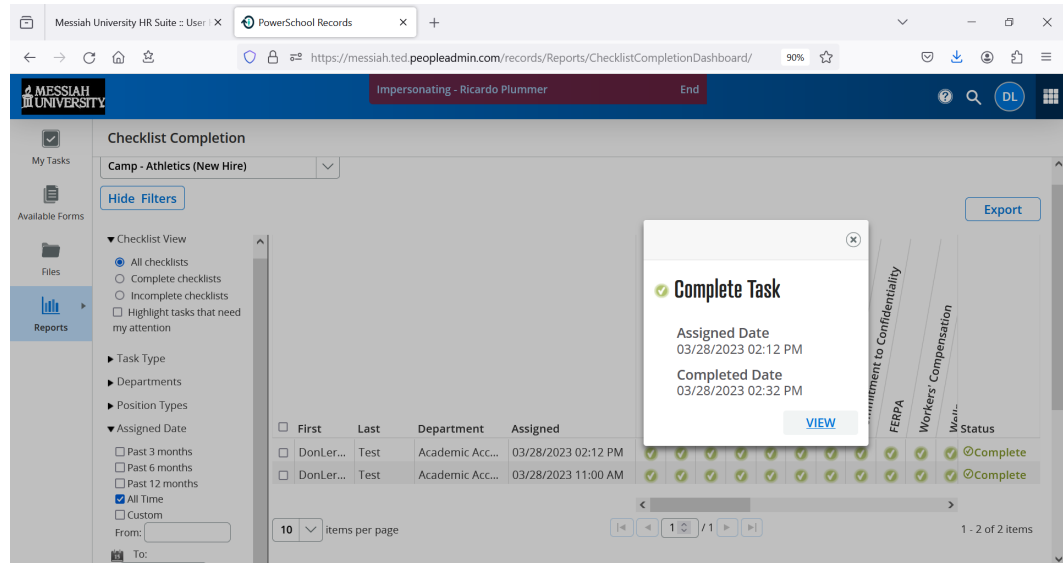


- Checklist View = “All checklists” to view every checklist or “Incomplete checklists” to view checklists with tasks remaining.
  - Assigned Date = “All Time” if viewing incomplete checklists or a shorter period if want to view only those checklists from the current camp season
- Review the displayed results
    - Each required/optional task is listed in columnar format based on the order the task was added to the checklist. Required Tasks are in black font while optional tasks (that may or may not be required for a camp worker) are in grey font.
    - Symbols definitions

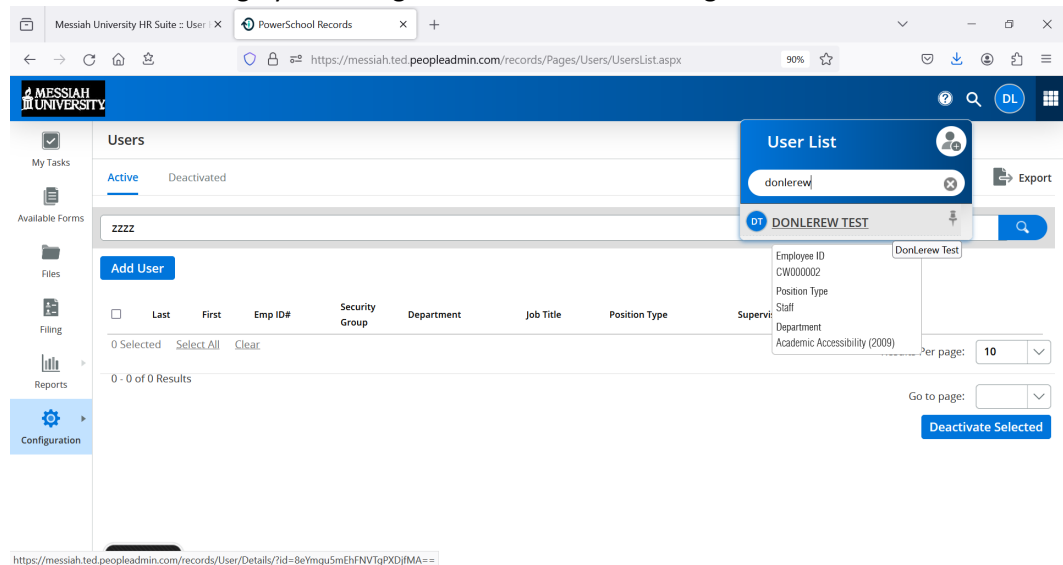
- i.  → Required, Completed Task
- ii.  → Required, Pending Task {submitted, waiting approval}
- iii.  → Required, In-Process Task {started by employee, but not completed}
- iv.  → Required, Incomplete Task
- v.  → Ignored, Optional Task {not requested from new hire}

7. Viewing Completed Tasks & Forms

- a. **NOTE:** Due to security roles, the ability to view completed forms after approval may be restricted based on the camp worker’s department. In situations where a camp worker is subsequently hired by another non-Athletics camp department, access to individual forms after approval will need to be requested through Human Resources.
- b. **OPTION #1:** Viewing from Checklist Completion Report → via mouse rollover on status symbol



- c. **OPTION #2:** Viewing by searching for user and then viewing the user’s Files



Messiah University HR Suite :: User X PowerSchool Records

https://messiah.ted.peopleadmin.com/records/User/Details/?id=8eYmgu5mEHFNVTgPXDJfM 90%

**MESSIAH UNIVERSITY** DL

**Files**

**DonLerew Test** Edit Staff Impersonate

Employee ID: CW000002 Department: Academic Accessibility (2009) Phone: 717-555-5555  
 Position Type: Staff Supervisor: Donald Lerew Email: donlerew@gmail.com

**Folders and Checklists** File List Contact Log

**Folders**

Create Folder

Acknowledgements	Acknowledgements (Camp-Academic)	Acknowledgements (Camp-Athletics)	Acknowledgements (Student)	Background Checks	Background Checks (Camp-Academic)	Background Checks (Camp-Athletics)
Background Checks (Student)	Certifications	Contracts & Agreements	Disciplinary	Employee Profile	Employee Profile (Camps)	EPIC Form

SUPPORT

## Appendices

### [Appendix A – Sample PeopleAdmin Camp Position Description](#)

- [Sample Position Description \(Hiring Manager View\)](#)
- [Sample Position Description \(HR View\)](#)

### [Appendix B – Sample PeopleAdmin Camp Posting](#)

- [Sample Posting \(Hiring Manager View\)](#)

### [Appendix C – Sample PeopleAdmin Camp Application Form](#)

- [Sample Application \(Applicant View\)](#)

### [Appendix D – Sample PeopleAdmin Camp Hiring Proposal](#)

- [Sample Hiring Proposal \(Hiring Manager View\)](#)
- [Sample Hiring Proposal \(HR View\)](#)