

Athletic & Academic Summer Camps

Camp Director Handbook

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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](https://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.

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/hr](#) 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 the 3-phase clearances: (1) FBI, (2) PA Child Abuse, and (3) PA State Police {PATCH}. The Intellicorp check for out-of-state residents is discontinued. Beginning with 2025 camps, if the worker has a valid FBI clearance that was obtained in a state outside of PA, the worker may upload the clearance to their checklist. If a new FBI clearance is needed, the worker may choose to follow the steps provided by Messiah for obtaining the FBI clearance through the PA resident IDENTIGO process or follow the instructions of their state of residence for obtaining the FBI clearance. Please note the worker will be responsible for locating the appropriate instructions for their state of residence if they choose to obtain the FBI clearance outside of the PA resident IDENTIGO process. Both the PA Child Abuse and PA State police clearances MUST be obtained through the state of PA, regardless of state of residency.
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 for covering 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 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 Human Resources 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
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.

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
- Jennifer Smithmyer, Health & Wellness Coordinator
 - Compliance-related questions
 - Phone: ext. 7086; E-mail: jsmithmyer@messiah.edu
- Don Lerew, Assistant Director of Human Resources
 - Jobs.messiah.edu (PeopleAdmin) questions and training
 - Phone: ext. 2030; E-mail: dlerew@messiah.edu

Process Overview

1. Camps will utilize the Jobs.messiah.edu (PeopleAdmin) system that is used for all administrative, faculty, staff and temporary hires.
2. Camp Director evaluates all Camp Workers into one of the three categories: New Camp Hire, Continuing Camp Worker, and New Camp Worker
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. Camp Director determines if hiring anyone is categorized as a “New Camp Hire” above. If so, the PeopleAdmin steps must be followed.
6. 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.
7. 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.
8. Camp Director shares the link to the Posting with potential applicants to have them apply.
9. 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.
10. 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.
11. Human Resources will launch Onboarding for all New Camp Hires upon approval of the Hiring Proposal.
12. Camp Director creates login accounts for the Camp Workers to access and complete the Mandatory Reporter Training. [Instructions](#) are on the 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.
13. 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). 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.
- 14. 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
- 15. 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.
- 16. 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
- 17. Human Resources will assign abbreviated Onboarding checklists to employees identified in the previous step.
- 18. 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	-----	-----

FAQs

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 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

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 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 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 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 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 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.

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 by 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.

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 by the Camp Director 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 them 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 onboarding Camp Worker forms/documents to Human Resources?

No. All onboarding forms are completed electronically and stored automatically in the Onboarding filing system. This does NOT include the Camp Payment Form spreadsheet which must be submitted by the Camp Director.

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 current 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.

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?

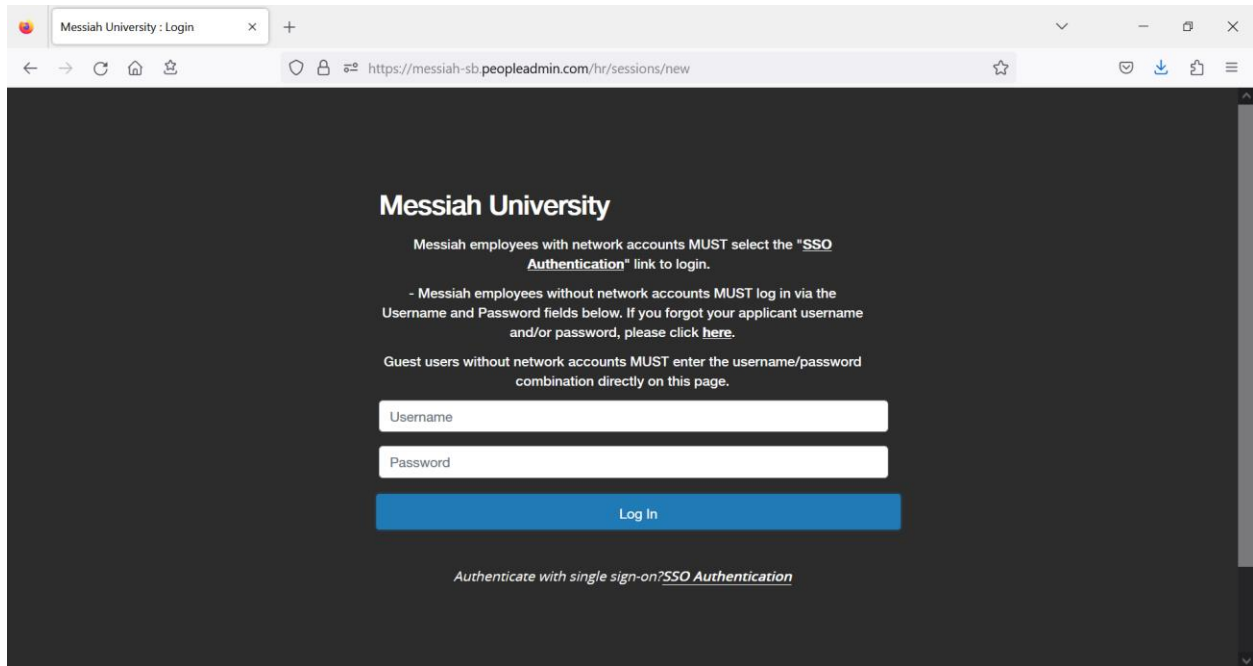
Human Resources is responsible for submitting the letter to Mechanicsburg Area School District.

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.



Messiah University

Messiah employees with network accounts MUST select the “SSO Authentication” link to login.

- Messiah employees without network accounts MUST log in via the Username and Password fields below. If you forgot your applicant username and/or password, please click [here](#).

Guest users without network accounts MUST enter the username/password combination directly on this page.

Username

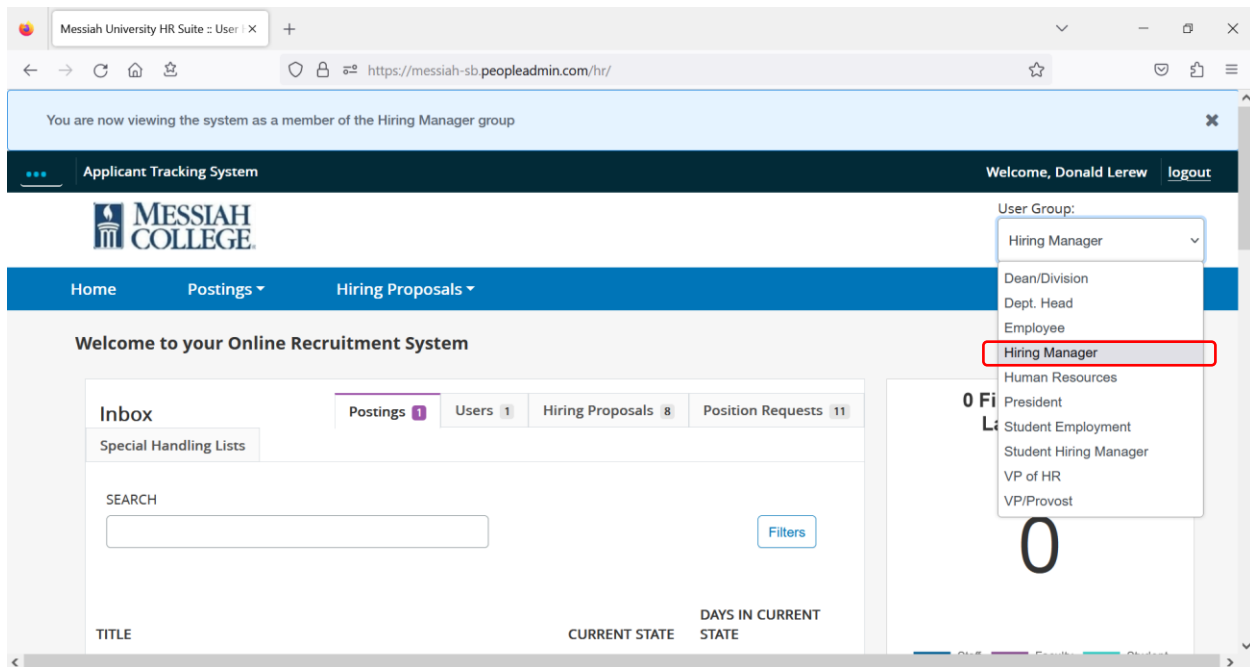
Password

Log In

[Authenticate with single sign-on? SSO Authentication](#)

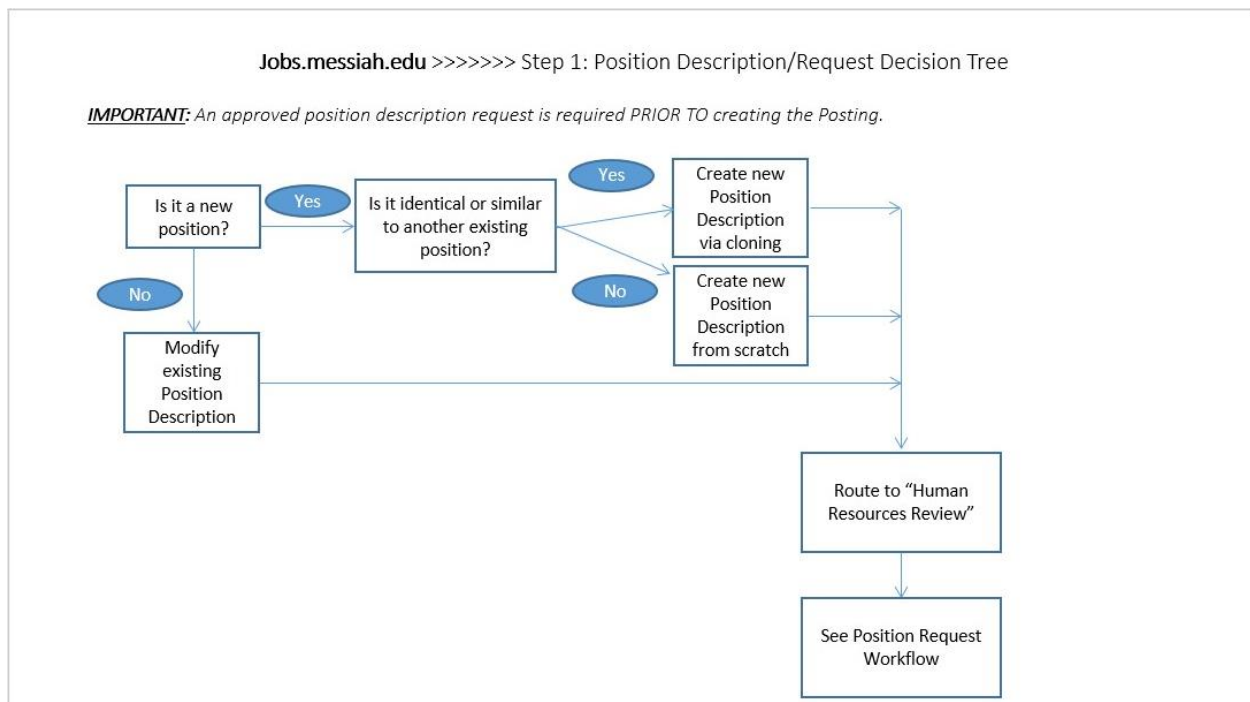
User Role

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.



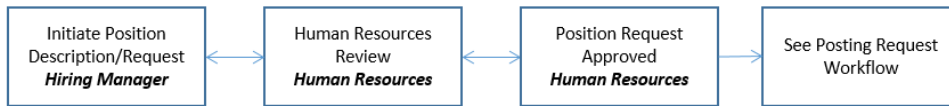
Position Description

Process Overview



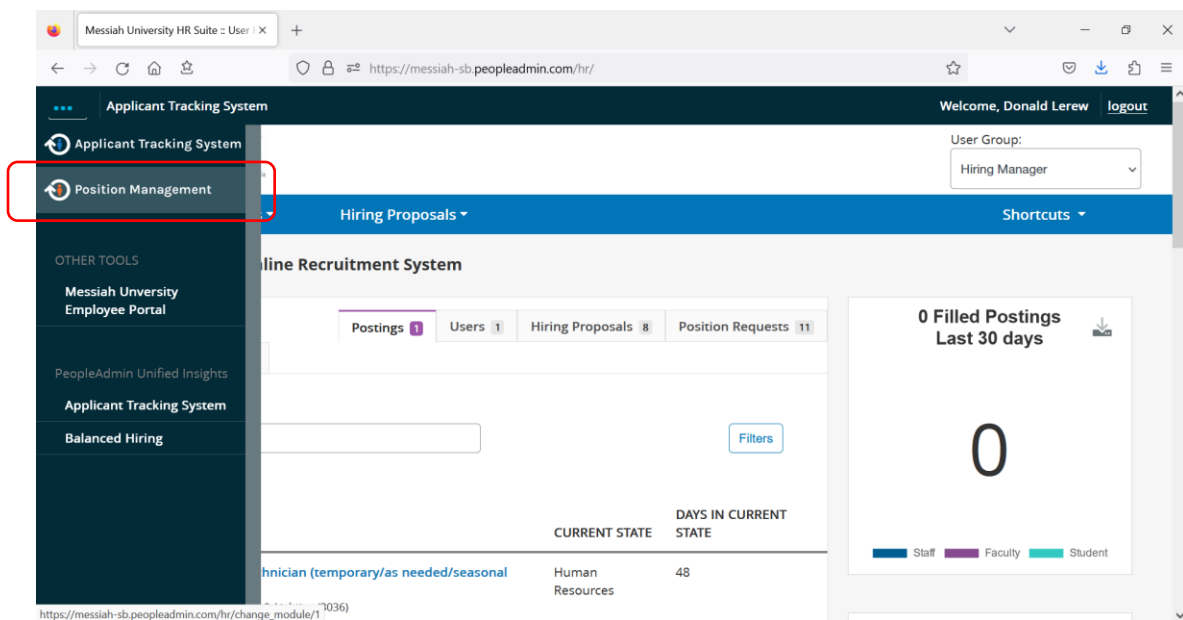
Jobs.messiah.edu >>>>>> Step 2: Position Description/Request Workflow

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.

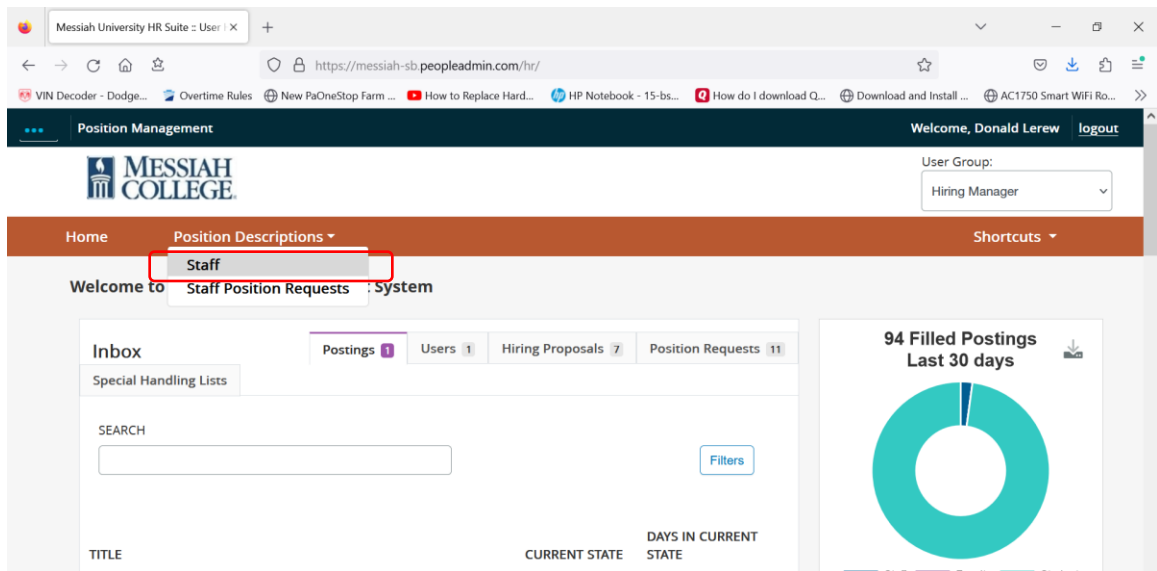


How to Access Position Descriptions

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

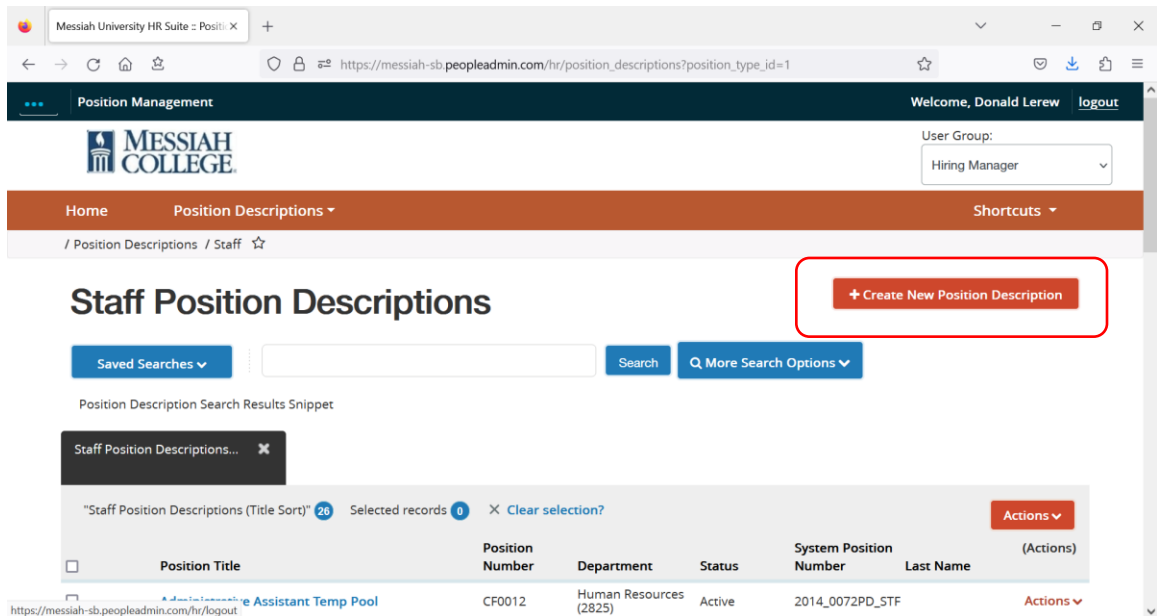


2. Go to “Position Descriptions” and select “Staff”



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.



Messiah University HR Suite - Position: X

https://messiah-sb.peopleadmin.com/hr/actions/new?action_definition_id=1

Home Position Descriptions Shortcuts

Position Descriptions Staff New Position Description

New Position Description

Cancel Start Position Request

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.

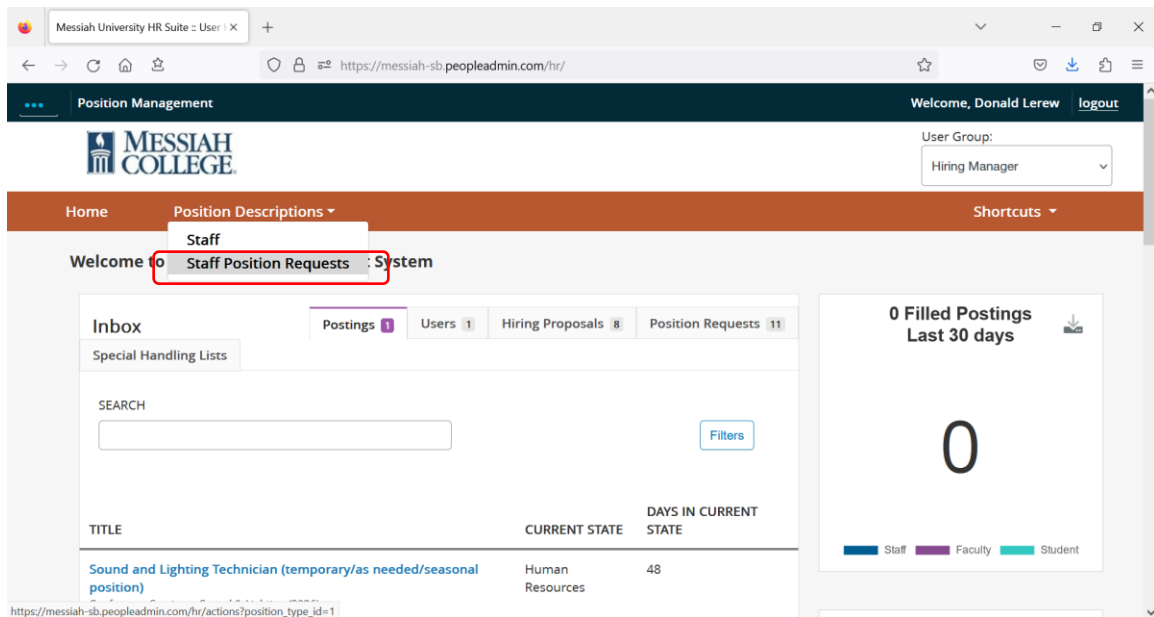
Position Title *

Organizational Unit

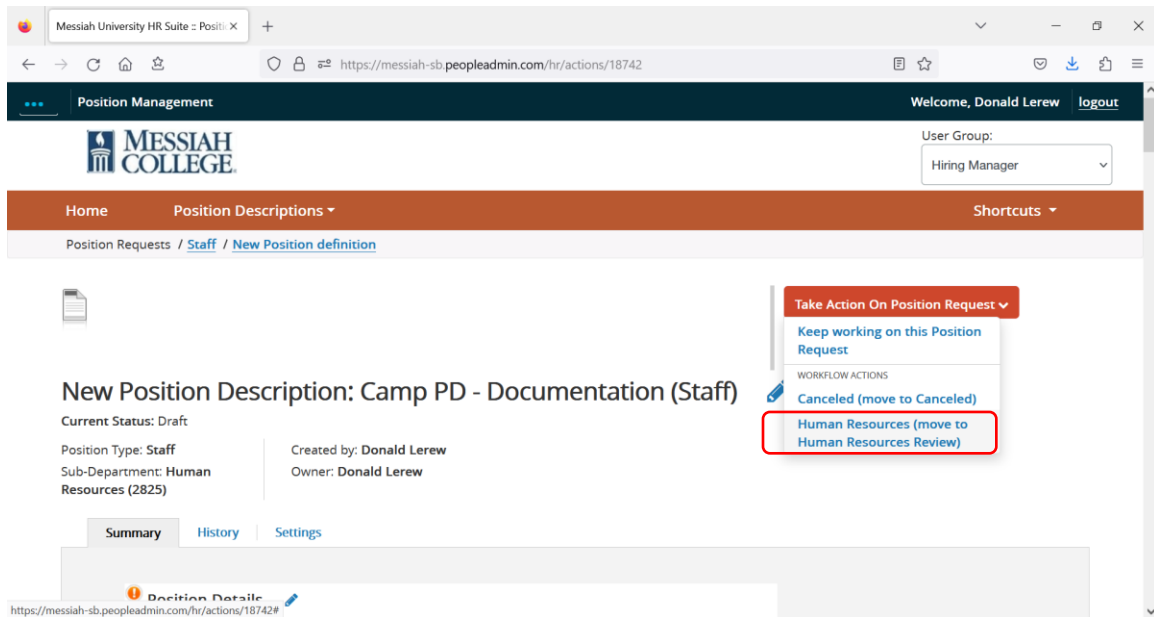
Department *

Sub-Department *

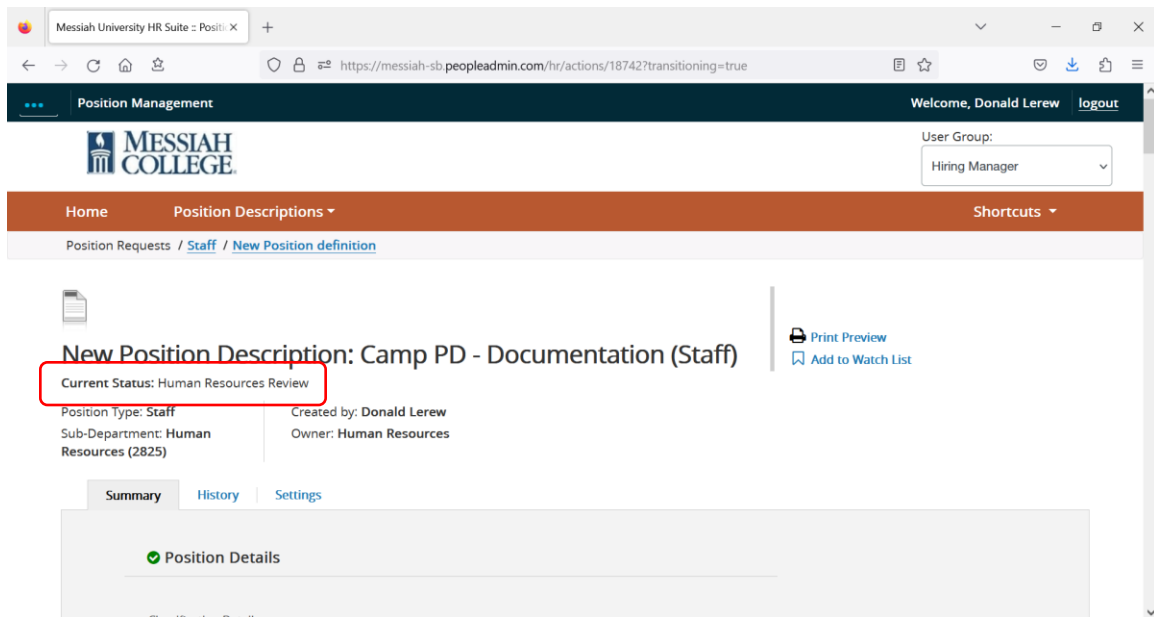
2. When completing the Position Description, please note that some fields that are applicable to other positions are not applicable to camp positions. Please complete those fields as follows:
 - a. Annual Hours = "Camp Assignment"
 - b. # of Months = "Camp Assignment"
 - c. Hours Per Week = "Camp Assignment"
 - 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

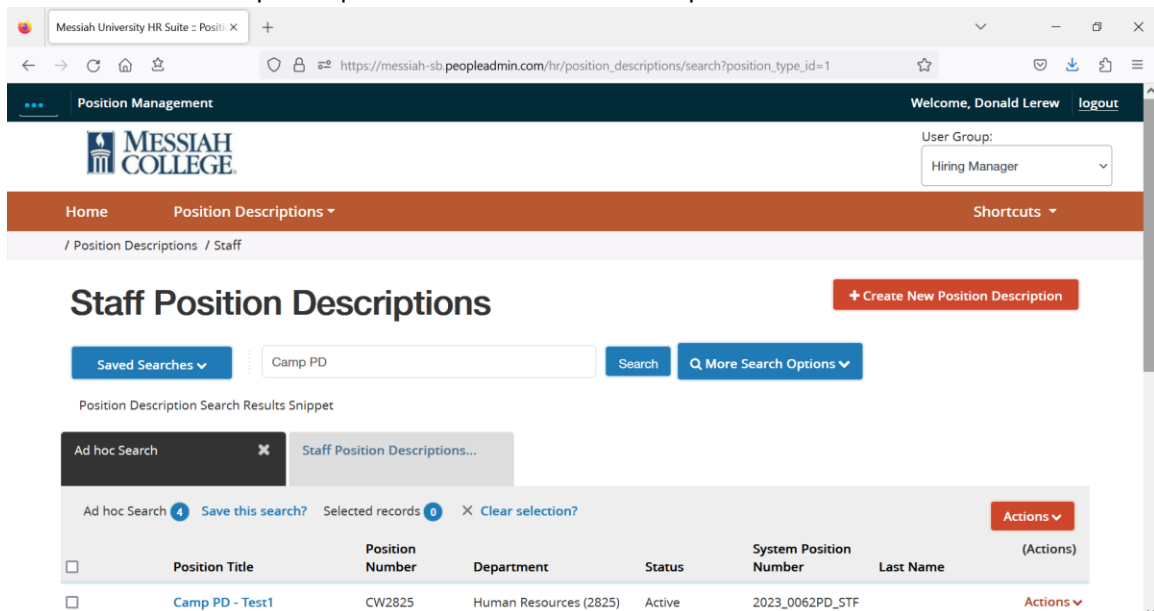


6. When submitted, note that the “Current Status” field changes from “Draft” to “Human Resources Review”

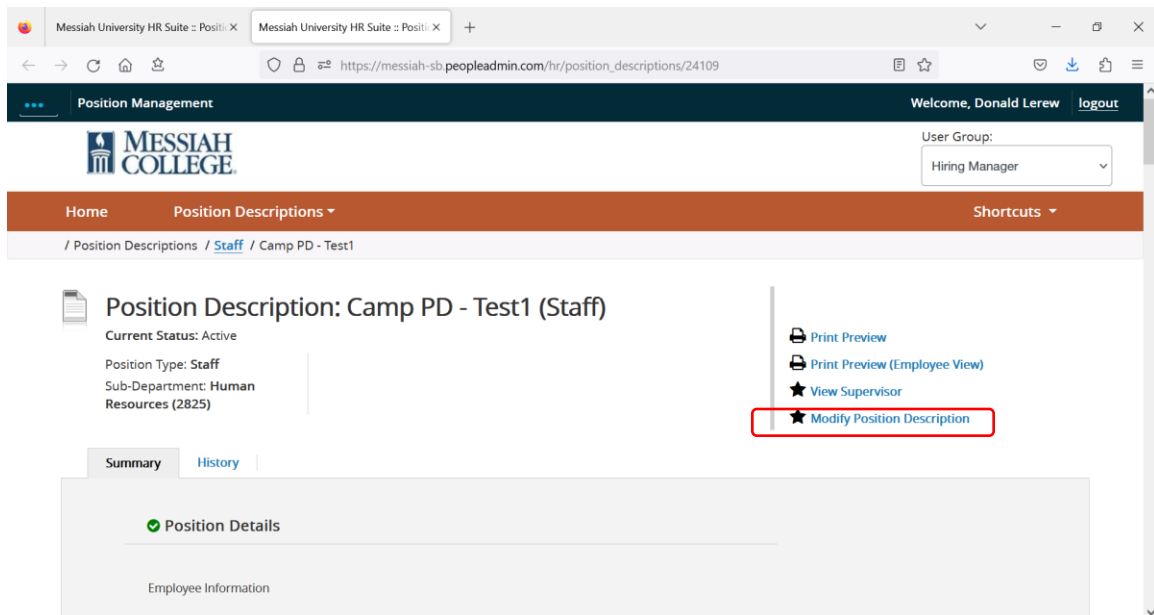


OPTION #2: If Position Description Exists But Needs Modified

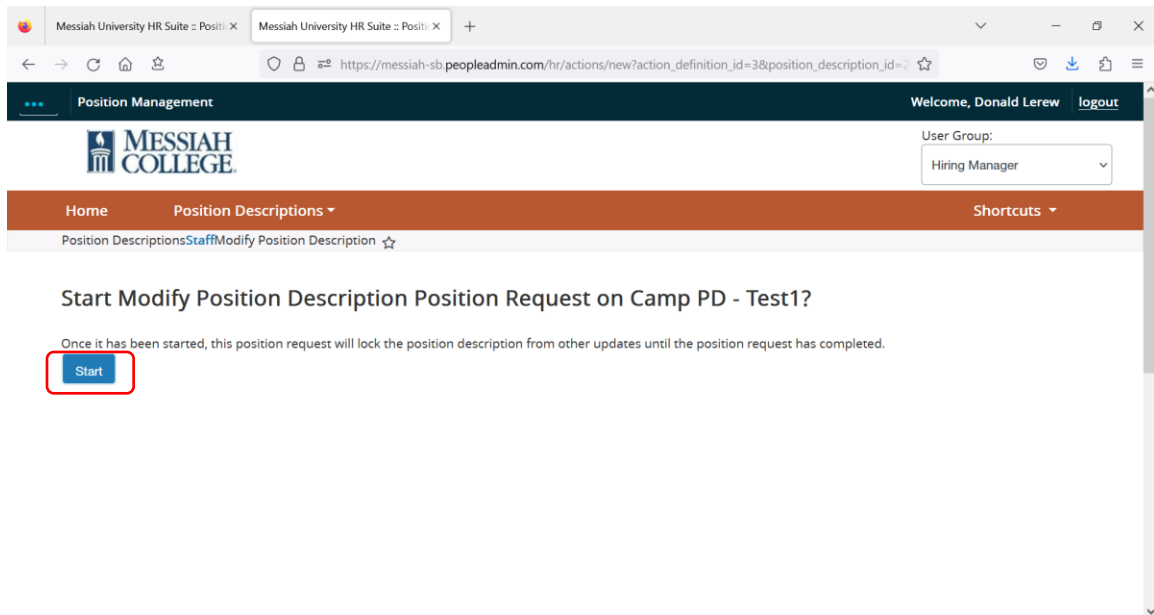
1. Go to Position Descriptions | Staff and select the desired position



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

The screenshot displays the Messiah University HR Suite interface. The top navigation bar includes the Messiah College logo and the user's name, Donald Lerew, with a 'logout' link. The main navigation bar has tabs for 'Home', 'Position Descriptions', and 'Shortcuts'. The 'Position Descriptions' tab is active, showing a list of position requests. The selected request is 'Camp PD - Test1'. The main content area shows the 'Modify Position Description' page for this request. The page includes a 'Summary' tab, a 'History' tab, and a 'Settings' tab. The 'Summary' tab is active, showing the current status as 'Draft', the position type as 'Staff', the sub-department as 'Human Resources (2825)', and the creator as 'Donald Lerew'. A 'Take Action On Position Request' dropdown menu is open, showing three options: 'Keep working on this Position Request', 'Canceled (move to Canceled)', and 'Human Resources Review (move to Human Resources Review)'. The 'Human Resources Review' option is highlighted with a red box.

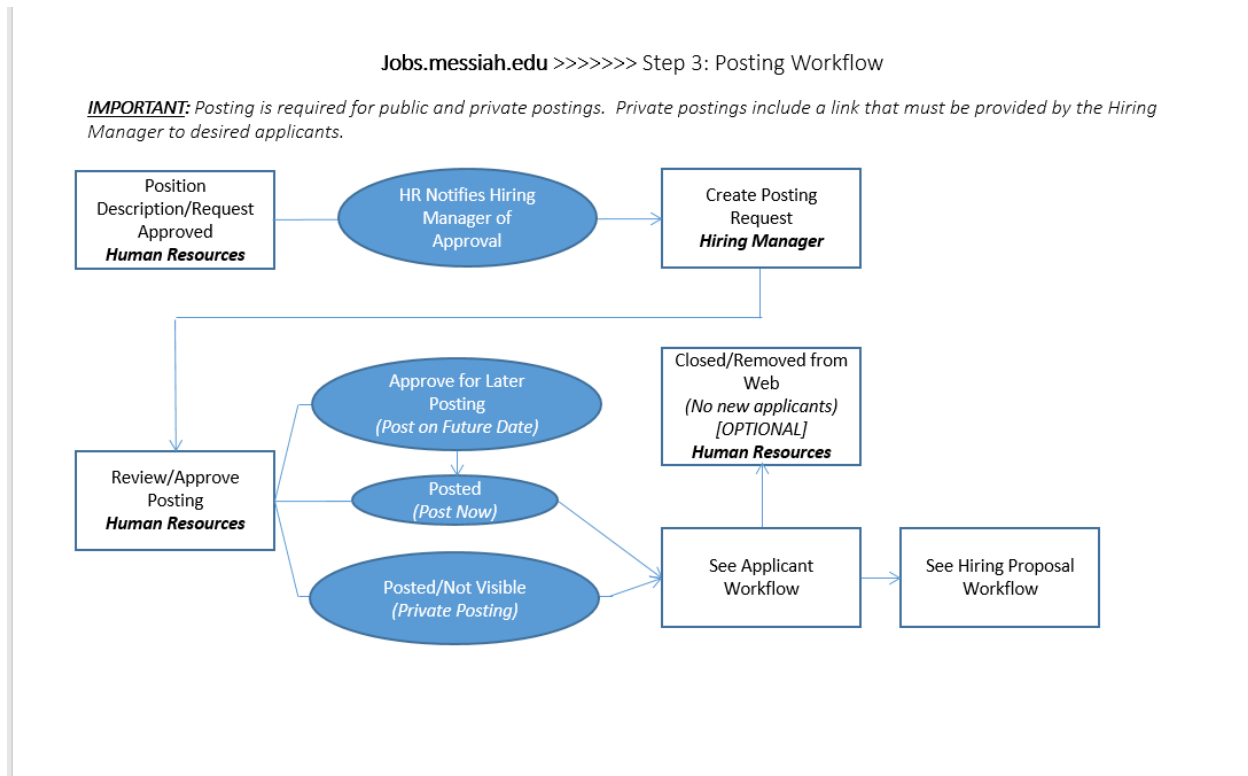
5. Human Resources will review and approve the position request or return for edits.

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

1. Please proceed to the "Posting" section of this document

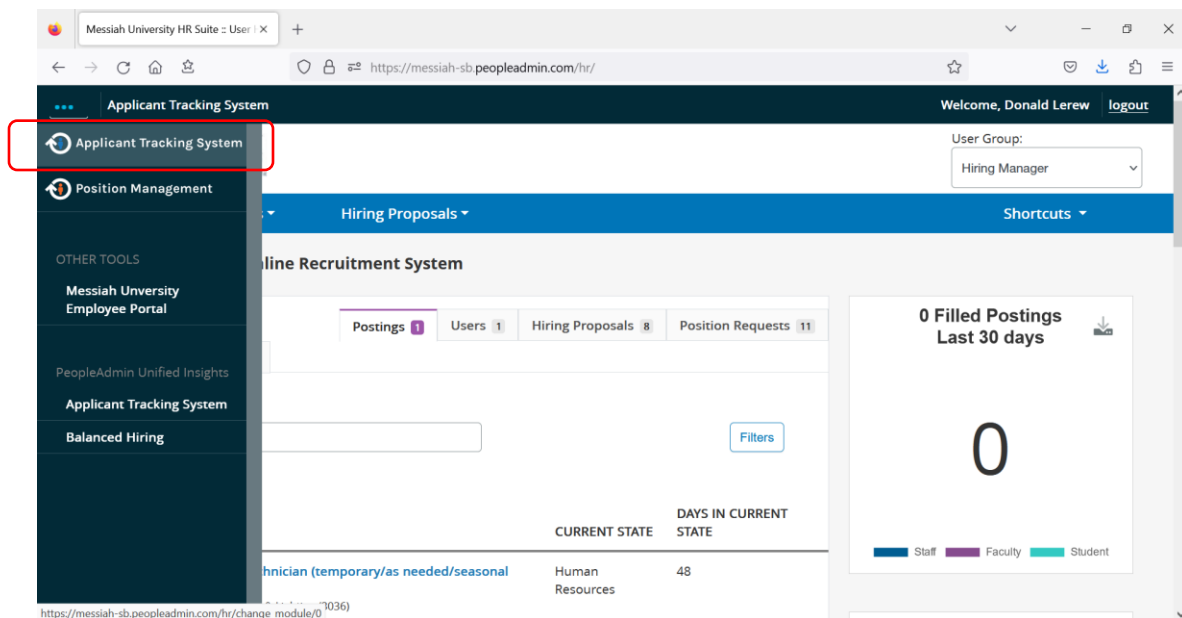
Posting

Process Overview

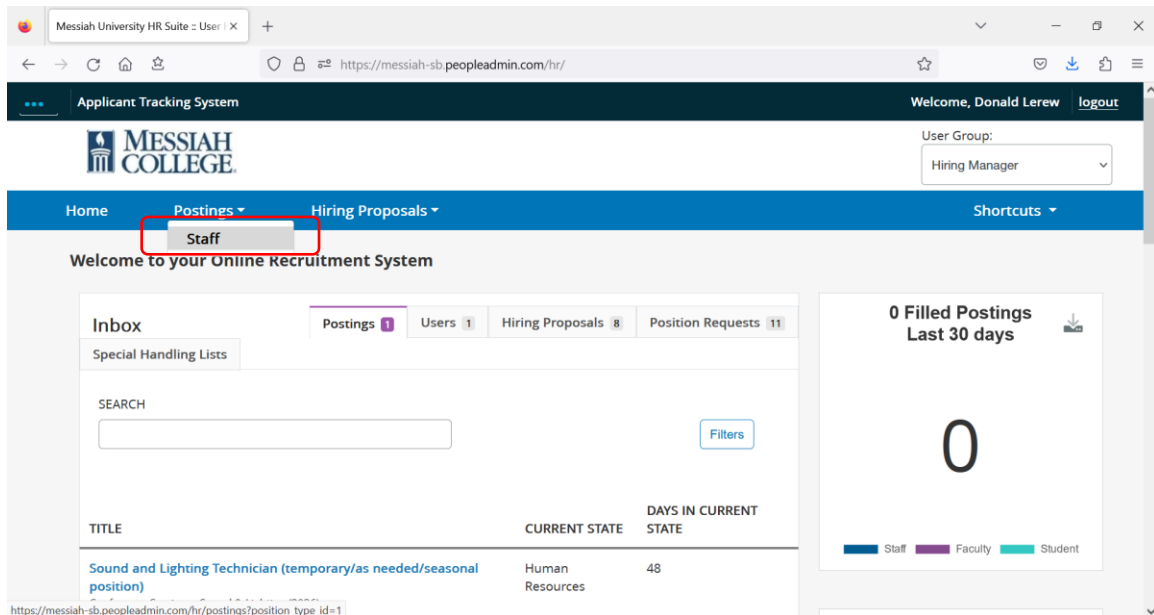


How to Access the Posting Module

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

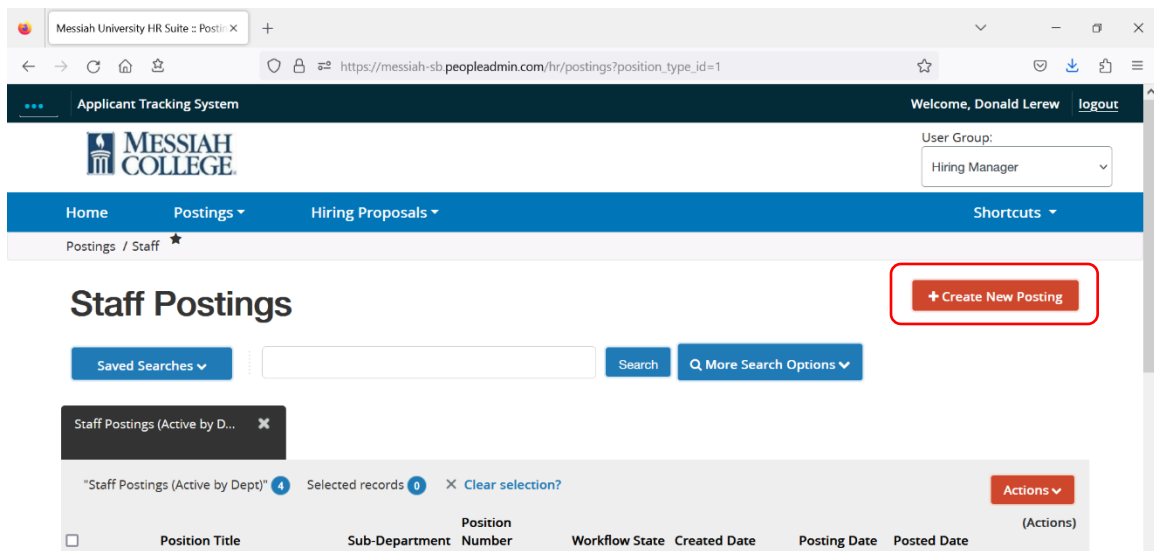


2. Go to “Postings” and select “Staff”

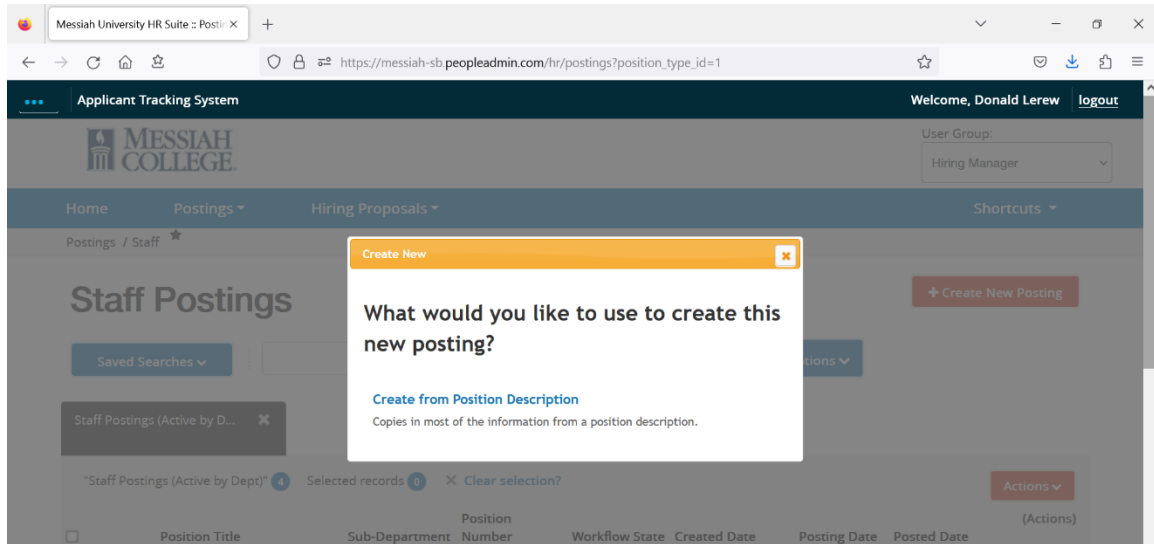


How to Create a New Posting

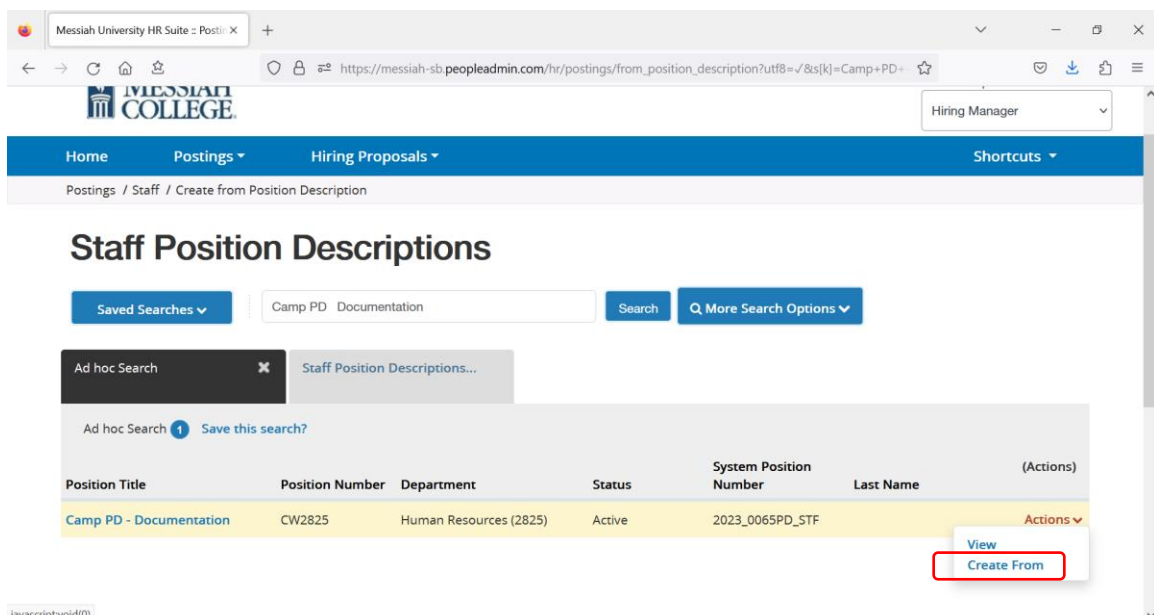
1. Select the “+Create New Posting” Button



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
Camp PD - Documentation

Organizational Unit

Department *
Human Resources & Compliance (31166)

Sub-Department *
Human Resources (2825)

Applicant Workflow

Workflow State
Under Review by Hiring Manager
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

Accepted Application Forms

☐ Staff Application
☐ Staff Application Short
☒ Camp Application

Cancel Create New Posting

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

Cancel Create New Posting

- 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](#)

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

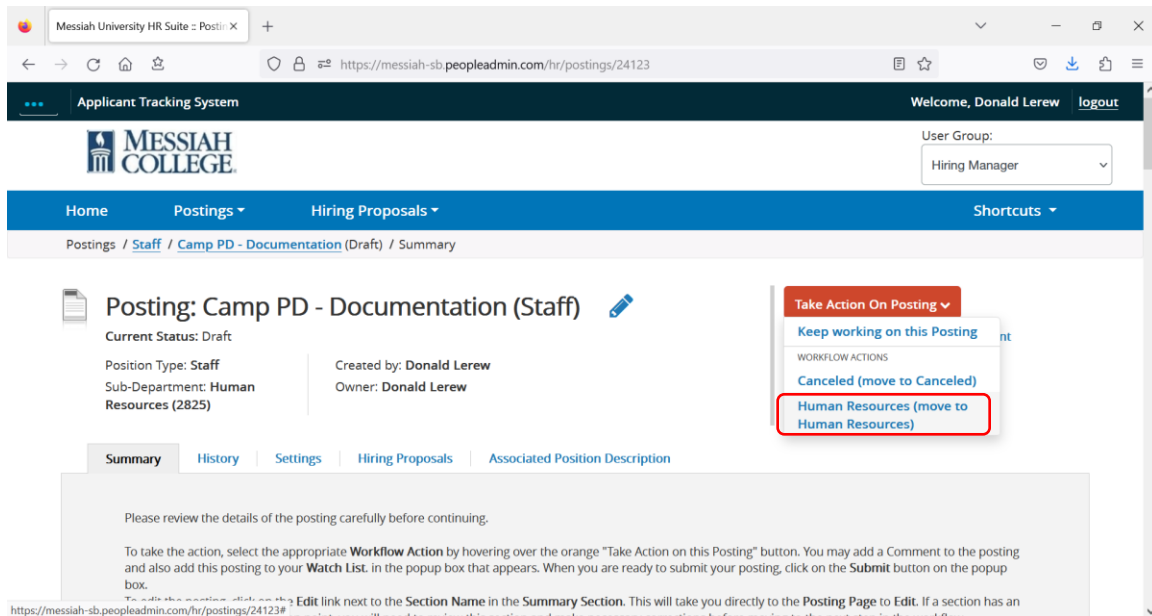
Posting Number

Posting Number

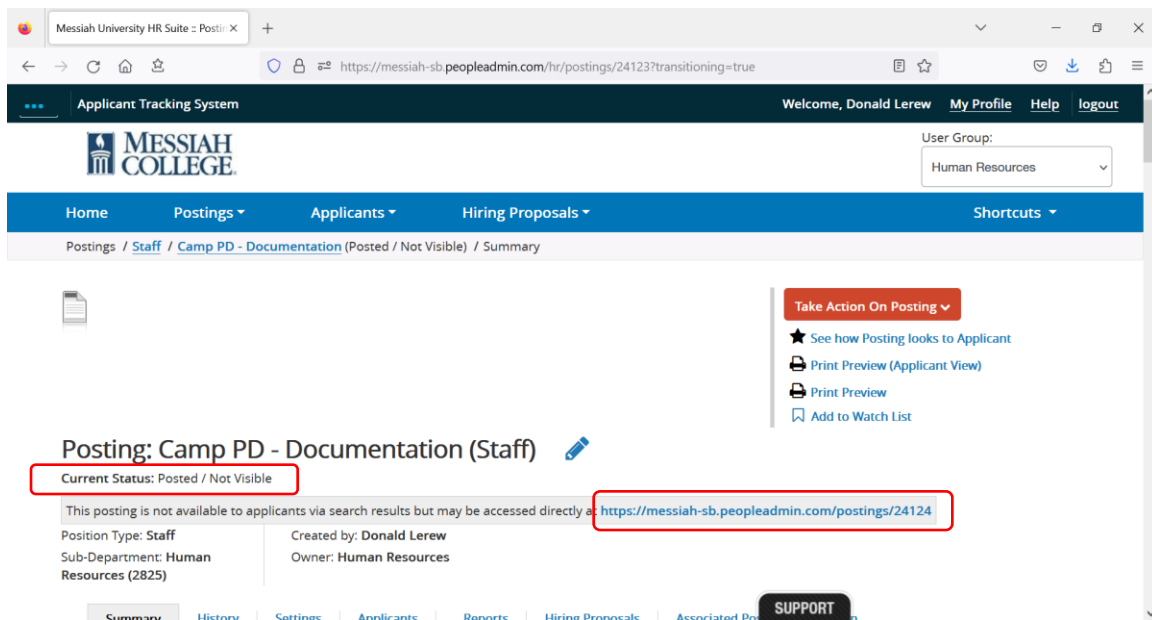
Classification Details

- 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:
 - Posting Date → typically will use the current date
 - 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



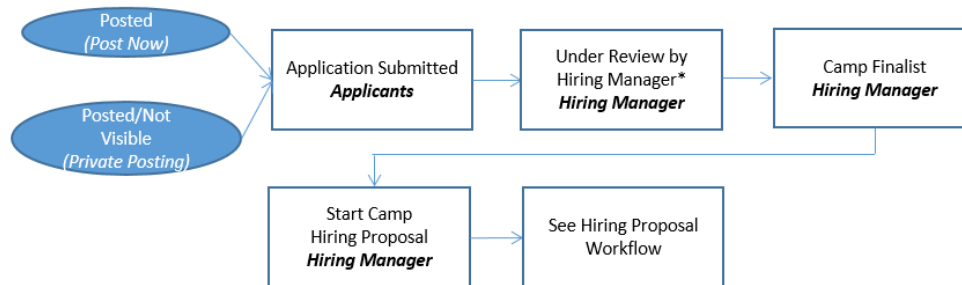
10. Please share the Posting link with desired applicants to start the application collection process

Applications

Process Overview

Jobs.messiah.edu >>>>>> Step 4: Applicant Review/Workflow

IMPORTANT: Hiring Manager is notified via system e-mails upon transition to each step listed below.



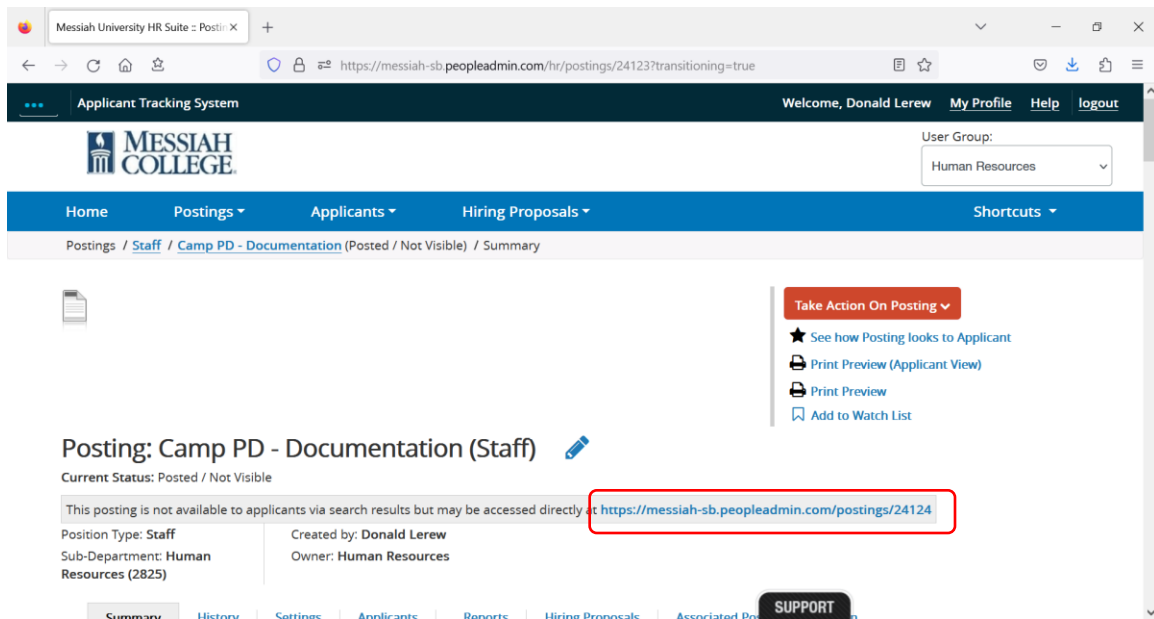
*** INACTIVE STATES:** All unselected applicants must be moved to the “Not Interviewed, Not Selected” inactive state prior to the position being marked as filled.

Not Interviewed, Not
Selected

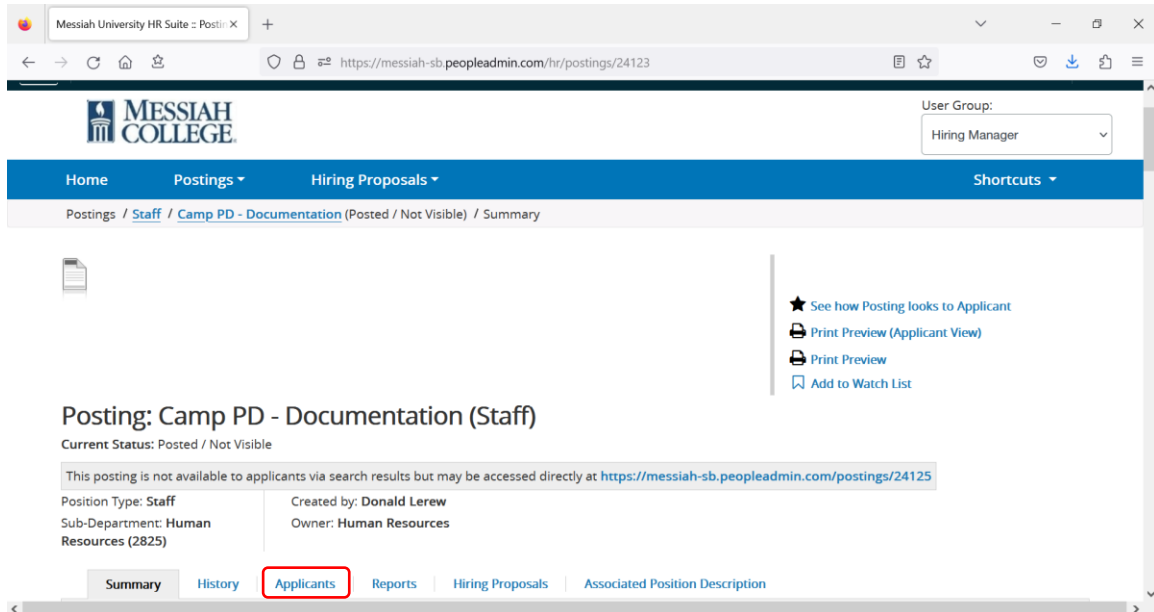
Collecting and Evaluating Applications

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.

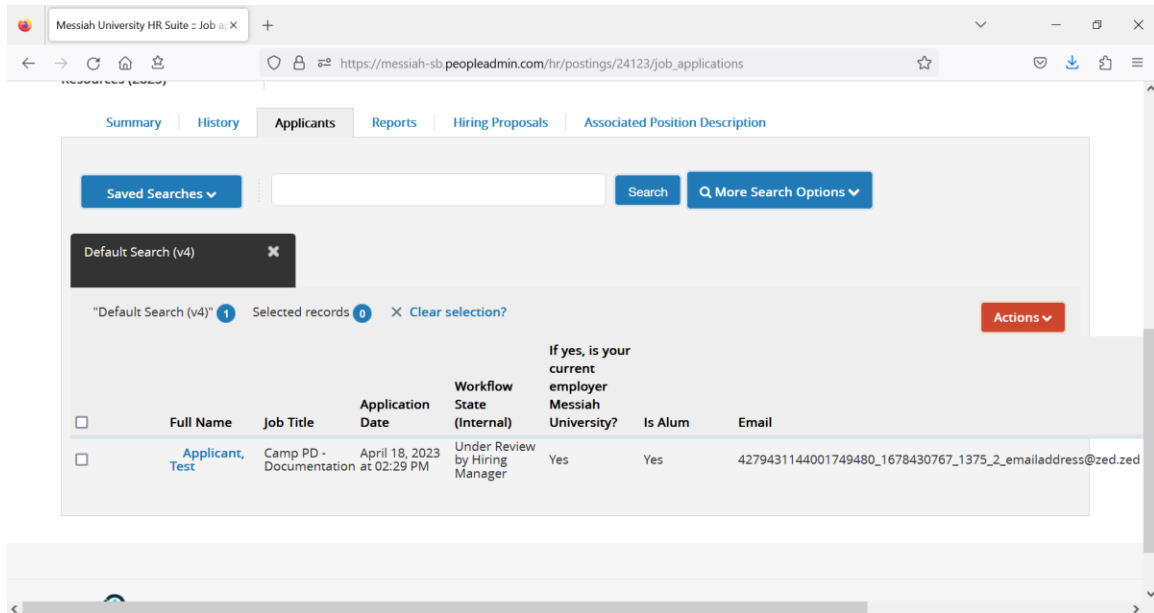
1. The Hiring Manager will provide the Posting link to desired applicants



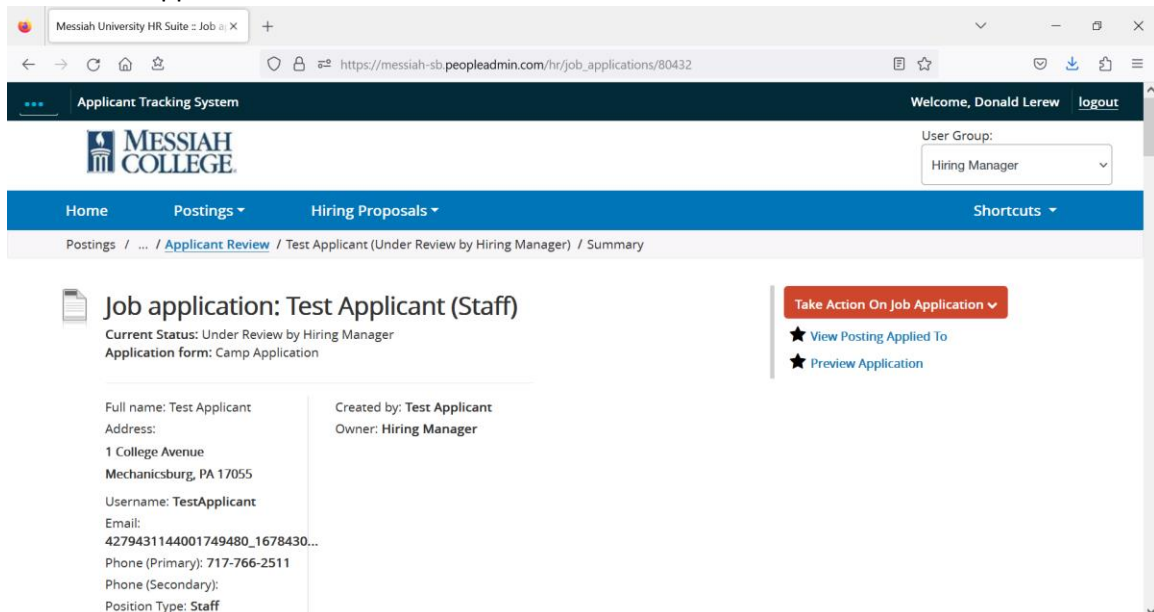
2. Applicants will create an applicant account in order to complete and submit an application
3. The Hiring Manager will receive a system e-mail notification immediately upon submission of each application
4. Go to the desired posting and select the Applicants tab to view a list of applicants



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

Job application: Test Applicant (Staff)
 Current Status: Under Review by Hiring Manager
 Application form: Camp Application

Full name: Test Applicant
 Address: 1 College Avenue, Mechanicsburg, PA 17055
 Username: TestApplicant
 Email: 4279431144001749480_1678430...
 Phone (Primary): 717-766-2511
 Phone (Secondary):
 Position Type: Staff
 Sub-Department: Human Resources (2825)

Created by: Test Applicant
 Owner: Hiring Manager

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

- Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)
- Request Preliminary Interview (move to Preliminary Interview Requested)
- Not Interviewed Alum, Not Selected (move to Not Interviewed Alum, Not Selected)
- Not Interviewed Current Employee, Not Selected (move to Not Interviewed Current Employee, Not Selected)
- Camp Finalist (move to Finalist)**

Summary Documents Recommendations (0 of 0) History Reports

Personal Information

https://messiah-sb.peopleadmin.com/hr/job_applications/80432#

- 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

Job application: Test Applicant (Staff)
 Current Status: Under Review by Hiring Manager
 Application form: Camp Application

Full name: Test Applicant
 Address: 1 College Avenue, Mechanicsburg, PA 17055
 Username: TestApplicant
 Email: 4279431144001749480_1678430...
 Phone (Primary): 717-766-2511
 Phone (Secondary):
 Position Type: Staff
 Sub-Department: Human Resources (2825)

Created by: Test Applicant
 Owner: Hiring Manager

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

- Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)**
- Request Preliminary Interview (move to Preliminary Interview Requested)
- Not Interviewed Alum, Not Selected (move to Not Interviewed Alum, Not Selected)
- Not Interviewed Current Employee, Not Selected (move to Not Interviewed Current Employee, Not Selected)
- Camp Finalist (move to Finalist)

Summary Documents Recommendations (0 of 0) History Reports

Personal Information

https://messiah-sb.peopleadmin.com/hr/job_applications/80432#

- 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

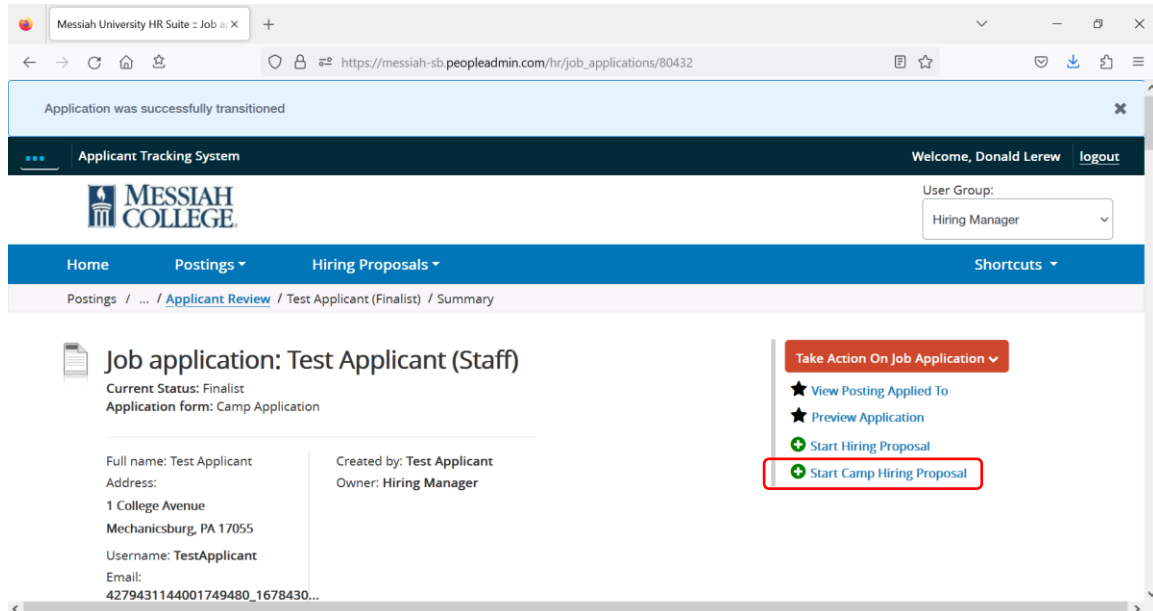
IMPORTANT: A completed Hiring Proposal (i.e., status of “Hire”) is required in order to fill the Posting. If no hires are made, the Posting must be cancelled.



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.



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

Messiah University HR Suite - Position X

Applicant Tracking System

Welcome, Donald Lerew [logout](#)

User Group: Hiring Manager

Home Postings Hiring Proposals Shortcuts

/ Postings / ... / Applicant Review / Test Applicant (Finalist) / New Hiring Proposal

Starting Camp Hiring Proposal

Applicant: Test Applicant

Posting: Camp PD - Documentation

[Start Camp Hiring Proposal](#) [Cancel](#)

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

Messiah University HR Suite - Position X

Applicant Tracking System

Welcome, Donald Lerew [logout](#)

User Group: Hiring Manager

Home Postings Hiring Proposals Shortcuts

Position Requests / Staff / Edit

Editing Hiring Proposal

Hiring Proposal

[Save](#) [Save & Continue](#)

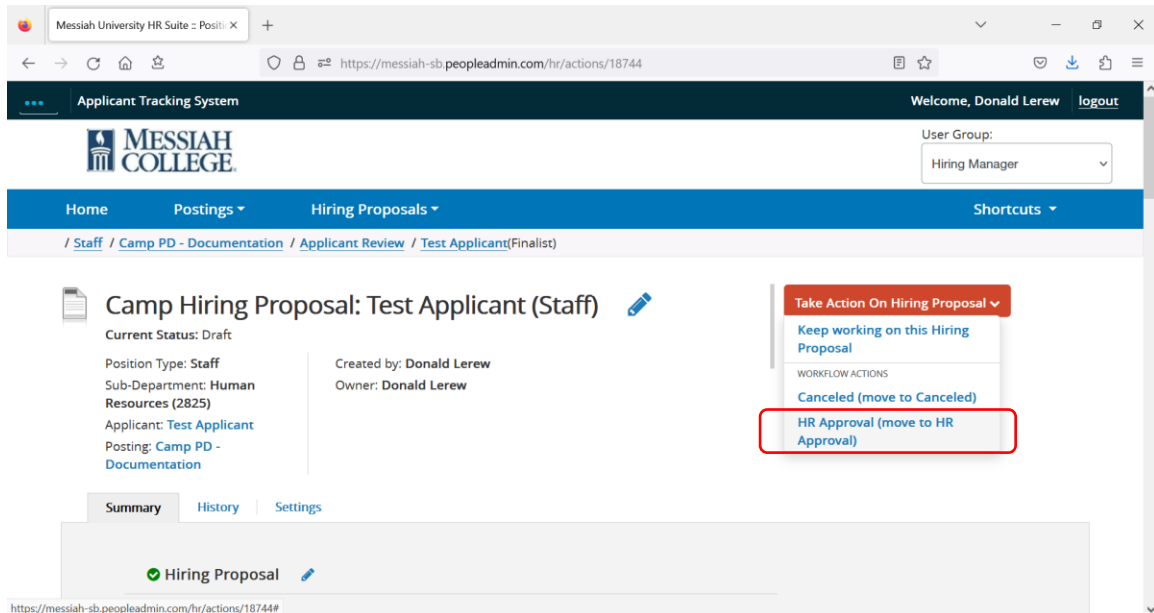
[Check spelling](#)

* Required Information

Position Information

Position Title	Camp PD - Documentation
Position Number	2023_0065PD_STF
Employee Group	Camp Worker
Band	01
Time Status	Temporary

- Employee ID (per Dept) → Hiring Manager should enter, if known
 - Gender → **MUST** be collected and entered by Hiring Manager
 - Salutation → **MUST** be collected and entered by Hiring Manager
 - Social Security Number → **MUST** be collected and entered by Hiring Manager
 - Birthdate → **MUST** be collected and entered by Hiring Manager
 - Hiring Rate/Salary → Hiring Manager should enter "Camp Rate"
 - Proposed Start Date → Hiring Manager should enter first day of first camp worked
 - 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



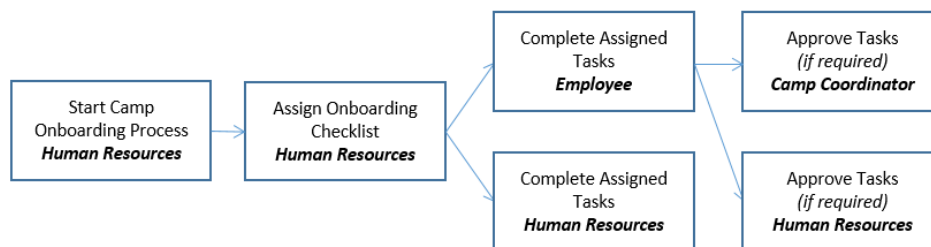
6.

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

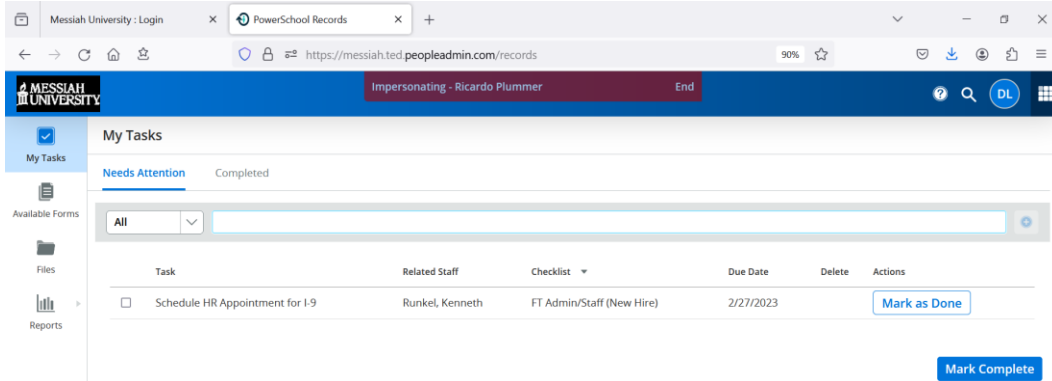
Onboarding is a shared responsibility between Athletics and Human Resources. Human Resources will launch Onboarding checklists based on the type of camp worker and required items. Athletics will monitor and manage the Onboarding checklists for all camp workers.

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

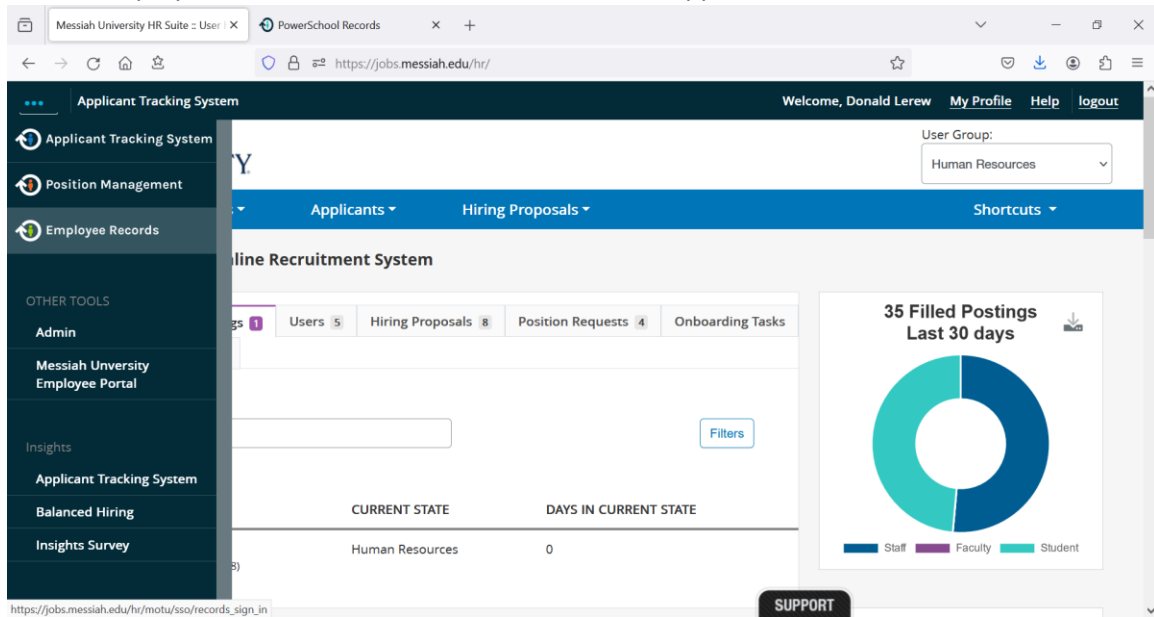
Athletics will complete/approve specified Onboarding tasks

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

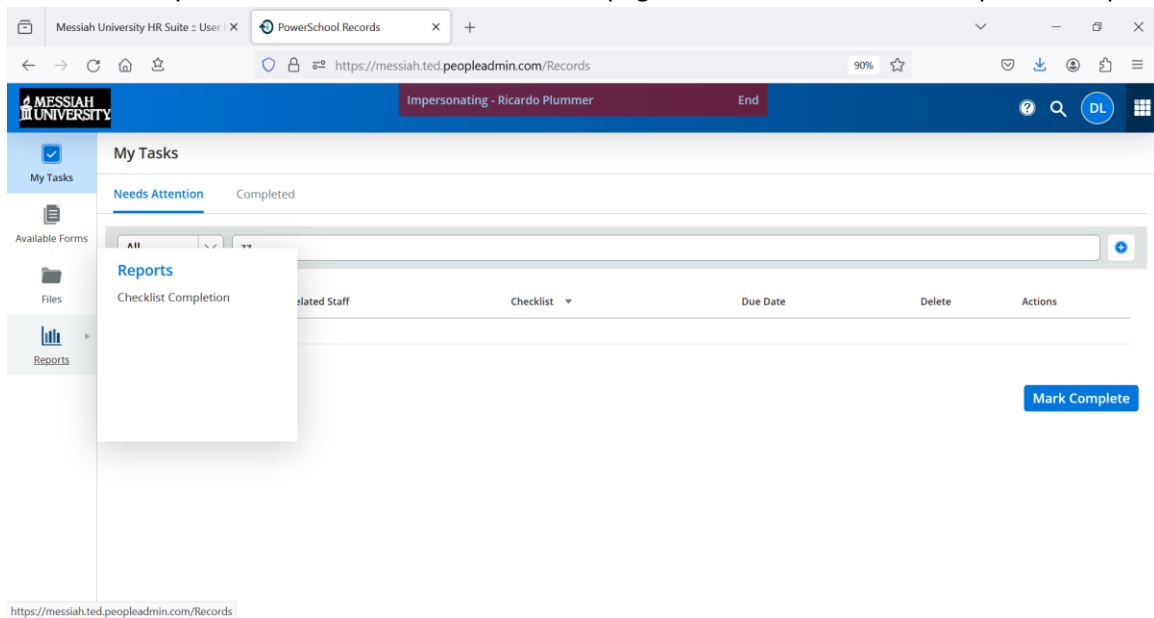
Athletics will monitor the completion status of all checklists for all athletics camp workers via the Employee Records system within PeopleAdmin.

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

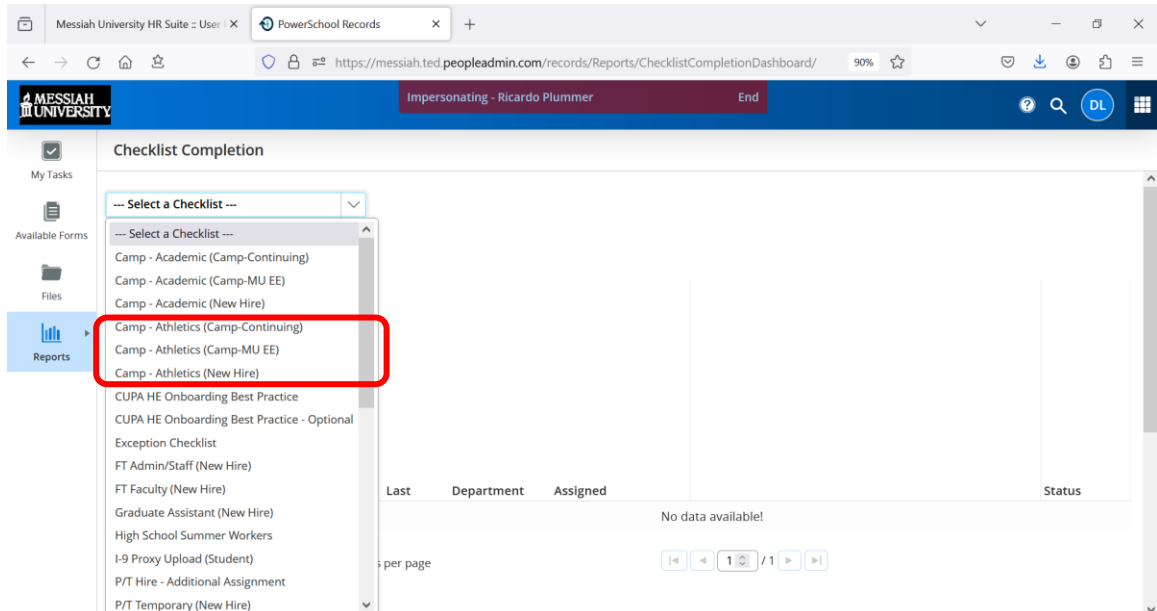
2. Select “Employee Records” from the 3-dot menu in the upper-left side of the screen:



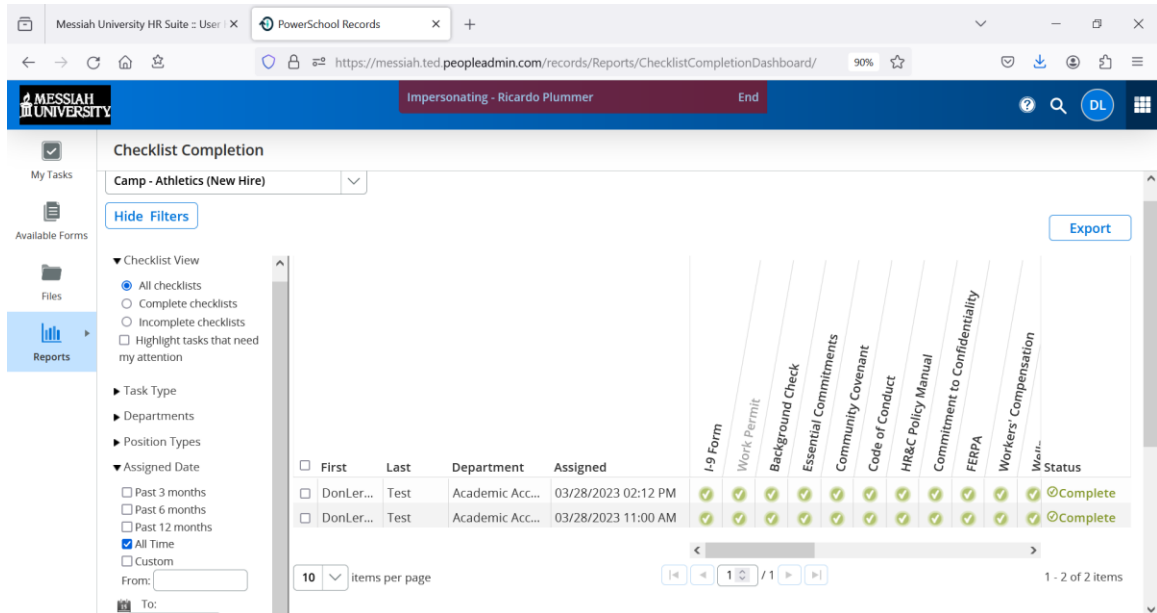
3. Select the “Reports” button on the left side of the page and select “Checklist Completion” report








4. 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.



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

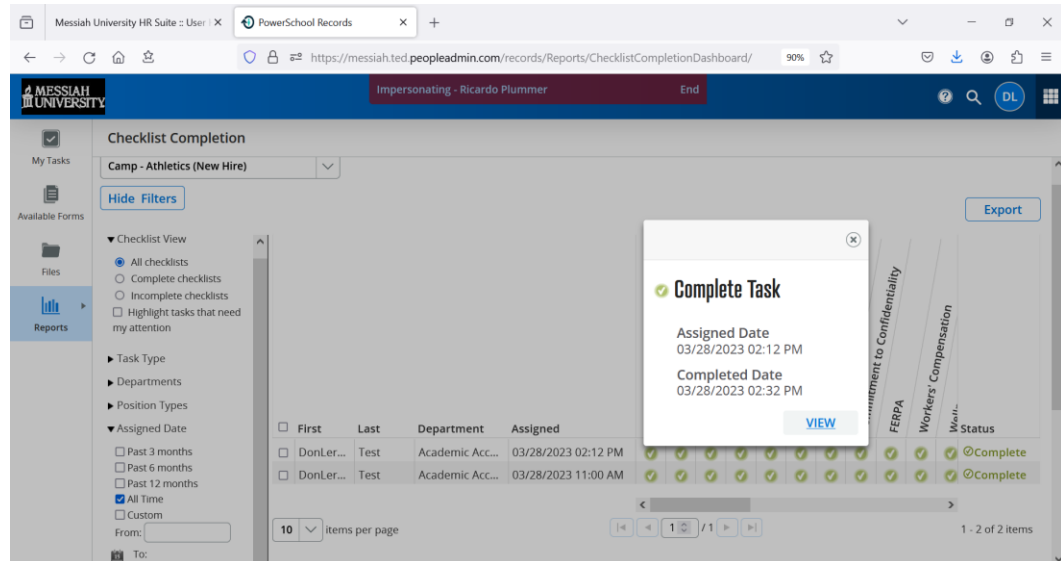


- a. Checklist View = “All checklists” to view every checklist or “Incomplete checklists” to view checklists with tasks remaining.
 - b. Assigned Date = “All Time” if viewing incomplete checklists or a shorter period if want to view only those checklists from the current camp season
6. Review the displayed results
 - a. 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.
 - b. Symbols definitions

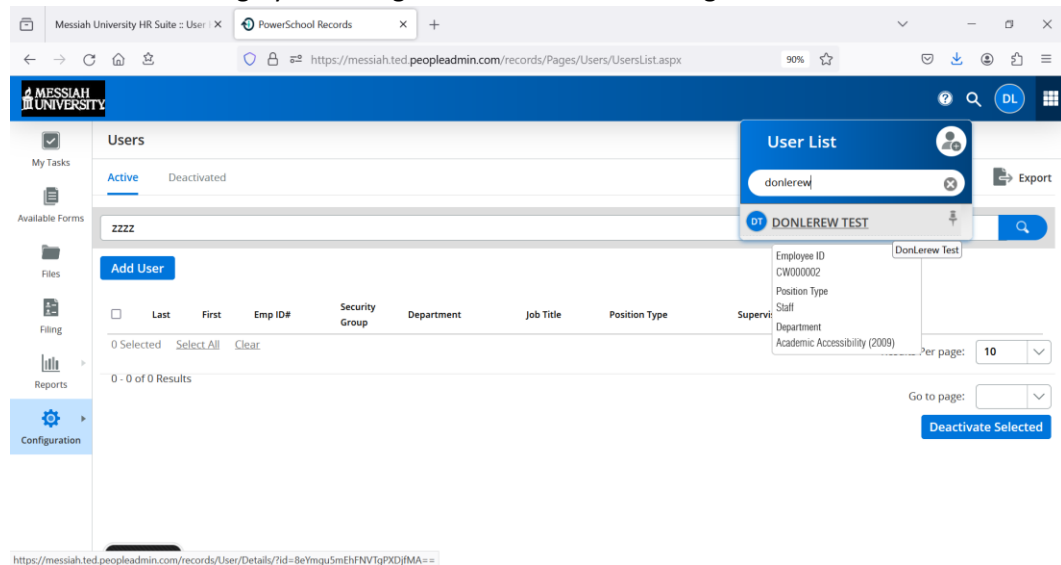
- i.  → Required, Completed Task
- ii.  → Required, Pending Task {submitted, waiting approval}
- iii.  → Required, In-Process Task {started by employee, but not completed}
- iv.  → Required, Incomplete Task
- v.  → Ignored, Optional Task {not requested from new hire}

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



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 \(HR View\)](#)