Athletic & Academic Summer Camps

Camp Director Handbook

Last Updated on March 3, 2025



Contents

Contents2
Welcome
General Guidelines4
Process Overview7
Camp Worker Onboarding - Required/Optional Items9
FAQs
Position Descriptions10
Job Postings11
Applications11
Hiring Proposal13
Onboarding13
Camp Worker Master Lists for Each Camp14
Payment Form for Camp Workers15
Athletic Camps Only – Other Items15
Academic Camps Only – Other Items
Human Resources is responsible for submitting the letter to Mechanicsburg Area School District17
PeopleAdmin17
Posting27
Applications
Hiring Proposals
Onboarding
Appendices45

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.

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 <u>Summer Camps website</u> and be familiar with the items.
- 3. Camp Directors must review the <u>Summer Camps Memo</u> 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 One\$ource) 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.
- Camp Workers may <u>NOT</u> start work until <u>ALL</u> 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 <u>Camp Payment Form</u> 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 <u>Campus Security Authority Reporting for Summer Camp</u> <u>Employees</u> 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 <u>CSA policy/procedures</u> 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 <u>Safety and</u> <u>Compliance Quick Reference</u> 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 <u>Parental Consent Form</u>.
- 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 <u>work permit letter</u> 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 \rightarrow 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 <u>Parental Consent Form</u>, 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 \rightarrow 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: <u>acrouse@mesiah.edu</u>
- > 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
 - o Phone: ext. 2030; E-mail: <u>dlerew@messiah.edu</u>

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
- Camp Director provides list of all Camp Workers to Human Resources on the <u>Camp Employee</u> <u>Request List</u> spreadsheet that is available on the <u>Camp website</u>. 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.
- 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.
- Camp Director reviews applicants and completes Hiring Proposals on all requested New Camp Hires. Camp Director <u>MUST</u> 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. <u>Instructions</u> 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

- Secure Document Upload system (<u>http://www.messiah.edu/upload_hrgeneral</u>).
 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
- Camp Director provides an updated/final list of all Camp Workers on the <u>Camp Employee</u> <u>Request List</u> 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 <u>Camp Payment Form</u> 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
I-9 Form	Poquirod		(current EE)
Work Permit	Required Optional		
	•	Degwiged	Deguined
Background Check (in-state or out-of-state)	Required	Required	Required
	Descripted	(If expired)	(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	Reg. 2024	Required
Environmental Health & Safety Training	Required	Reg. 2024	Required
Provide Login Instructions for Mandatory Reporter Training	Required		Required
Hepatitis B Form	Required		Required
W-4			Required
	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 (task owned by HR/Athletics)	Optional		

FAQs

<u>General Items – PeopleAdmin</u>

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.

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

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: <u>https://www.messiah.edu/info/24100/camps</u>. 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 <u>https://jobs.messiah.edu</u> 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.

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

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 <u>https://jobs.messiah.edu/hr</u> 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 <u>https://jobs.messiah.edu/postings/xxxxx</u>, 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 <u>https://jobs.messiah.edu/hr</u>. 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 <u>https://jobs.messiah.edu/hr</u> 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 to send reminders, based on the weekly reports, to ensure all required Onboarding items are completed prior to working the camp.

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

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 <u>Camp Counselor</u> 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 \rightarrow through an ePCF form
- > Current Messiah Student Employee \rightarrow through Camp Payment Form
- > Current Messiah Student (NOT Employed) \rightarrow via One\$ource through Accounts Payable
- ➢ Non-Messiah Guests → via One\$ource 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:

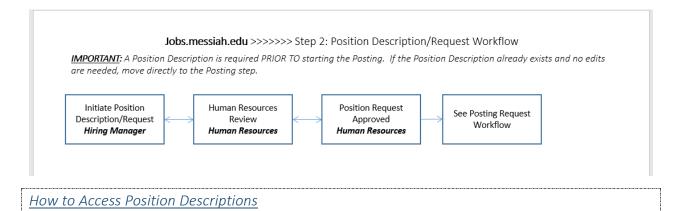
- https://jobs.messiah.edu/hr

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.

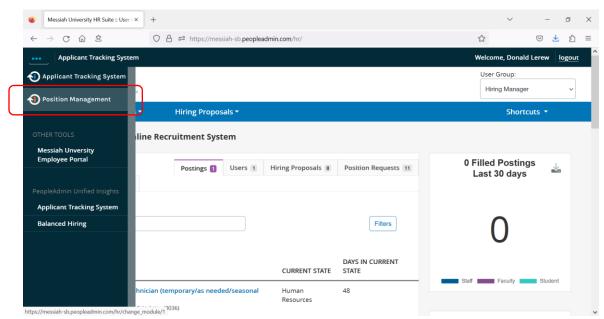
	Messiah University : Login ×	+		~	-	٥	×
\leftarrow	\rightarrow C \textcircled{a} \textcircled{z}	ि 🔒 न्ध् https://messiah-sb. peopleadmin.com /hr/sessions/new	☆		⊘ ⊻	பி	≡
		<section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header>					4
Use	er 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 × +	V – Ø	×
← → C @ ≜ 	☆ ♡ 約	=
You are now viewing the system as a member of the Hiring Manager group	د	ĸÎ
Applicant Tracking System	Welcome, Donald Lerew logout	
MESSIAH COLLEGE	User Group:	
III COLLEGE.	Hiring Manager ~	_
Home Postings - Hiring Proposals -	Dean/Division Dept. Head	
Welcome to your Online Recruitment System	Employee Hiring Manager	1
	Human Resources 0 Fi President	`
Inbox Postings Users Hiring Proposals Position Requests II Special Handling Lists Spe	La Student Employment	
	Student Hiring Manager VP of HR	
SEARCH Filters	VP/Provost	
L THUES	0	
DAYS IN CURRENT		
TITLE CURRENT STATE STATE	Otaff Object	~
		,
Position Description		
Process Overview		
Intermediate advesses of the dispersion of the president of the second preside	ian Tree	
Jobs.messiah.edu >>>>>> Step 1: Position Description/Request Decisi	aon free	
<u>IMPORTANT</u> : An approved position description request is required PRIOR TO creating the Posting.		
Yes Create new		
Is it a new position? Is it identical or similar to another existing Description		
position?		
No Create new Position		
Modify Description from scratch		
existing		
Position Description		
Route to "Hu Resources Rev		
	view	
See Position Re	equest	
Workflow	W	



1. Go to "3 Dot" Menu and select "Position Management"

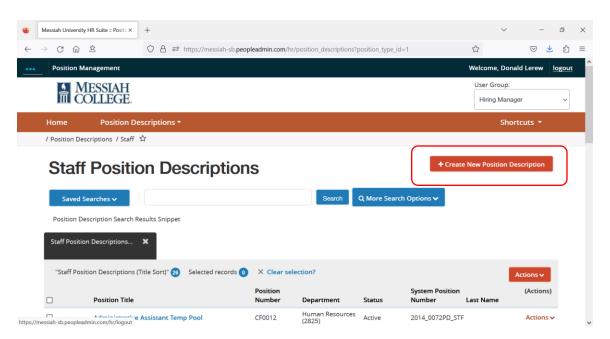


2. Go to "Position Descriptions" and select "Staff"

Messiah University HR Suite :: User I ×	+			~	-	a x
> C â È	https://messiah-sb.peopleadmin.com/h	nr/		۲ż	⊘ 👱	ර =
'IN Decoder - Dodge 🍃 Overtime Rule	🕀 New PaOneStop Farm 🕒 How to Replace Hard	🍈 HP Notebook -	- 15-bs Q How do I download Q	Download and Install AC175 AC175) Smart WiFi	i Ro 🚿
Position Management				Welcome, Donald Le	rew <u>lo</u>	gout
MESSIAH COLLEGE				User Group: Hiring Manager		~
Home Position De	escriptions -			Shortcut	s 🔻	
Welcome to Staff Pos	tion Requests : System Postings 1 Users 1 Hirin	ng Proposals 7	Position Requests 11	94 Filled Postings Last 30 days	*	
Special Handling Lists						
			Filters			

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 :: Positic×	+				~ -	٥	×
÷	→ C @	ŝ	O A https://messiah-sb.peopleadmin.c	om/hr/actions/new?action_definit	ion_id=1	☆		<u>د</u>	:
🤨 VI	N Decoder - Dodge	🍃 Overtime Rules	Mew PaOneStop Farm How to Replace	Hard 🍈 HP Notebook - 15-bs	Q How do I download Q	Download and Install	AC1750 Smart	NiFi Ro	>>
	Home	Position De	scriptions *				Shortcuts 🝷		
	Position Descri	ptions <mark>Staff</mark> New Pc	osition Description ☆						
	5	New Position D	escription		Car	cel Start Position Re	quest		Į
	below to clo	ne from an exis	To create a new Position to create a new Position	on Description, select a tit	le and Organization	al Unit. Select a Posi	ition Descriptio	n	
		Position Title *							
		Organizatio	nal Unit						
		Department *		Select a Department	*				
		Sub-Department	*	Select a 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

6 Messiah University HR Suite :: User ×	+			~ - ō X
\leftarrow \rightarrow C \textcircled{a}	○ A = https://messiah-sb.peoplead	dmin.com/hr/		ය 🖂 🖉 🗧
••• Position Management				Welcome, Donald Lerew logout
MESSIAH COLLEGE				User Group: Hiring Manager v
Home Position Des	criptions -			Shortcuts 👻
Staff Welcome to Staff Positi	on Requests System			
Inbox	Postings 1 Users 1	Hiring Proposals 8	Position Requests 11	0 Filled Postings Last 30 days
Special Handling Lists				Last JU uays
SEARCH			Filters	0
TITLE		CURRENT STATE	DAYS IN CURRENT STATE	Staff Faculty Student
position)	an (temporary/as needed/seasonal	Human Resources	48	Staff Faculty Student
https://messiah-sb.peopleadmin.com/hr/actions?pos	ition type id=1			

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

6 Messiah University HR Suite :: Positic×	+			\sim	-	٥	×
\leftarrow \rightarrow C \textcircled{a}	♦ 🖉 🕹 https://messiah-sb. peopleadmin.com /hr/actions/18742		E 🖒		⊘ ₹	பி	≡
••• Position Management			Welco	ome, Donald	Lerew	logout	Â
MESSIAH COLLEGE				r Group: ring Manager		~	
Home Position De	escriptions 🕶			Shortc	uts 🝷		
Position Requests / <u>Staff</u> / <u>Ne</u>	w Position definition						
New Position De Current Status: Draft Position Type: Staff Sub-Department: Human Resources (2825)	Scription: Camp PD - Documentation (Staff) Created by: Donald Lerew Owner: Donald Lerew	Take Action C Keep working Request WORKFLOW ACTIO Canceled (mo Human Reso	g on this Po NS ove to Canc purces (mov	e to			
Summary History							,

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

Wessiah University HR Suite :: Positic×	+		~ - d	s ×
	○ △ = https://messiah-sb. peopleadmin.com /hr/actions/18742?transitioning=true	▣ ☆	♡ 👱	ഹ ≡
•••• Position Management		Welcome	e, Donald Lerew	<u>zout</u>
MESSIAH COLLEGE		User G	roup: 9 Manager	•
Home Position D	escriptions *		Shortcuts 🝷	
Position Requests / Staff / Ne	w Position definition			
Current Status: Human Resour Position Type: Staff Sub-Department: Human Resources (2825) Summary History	Scription: Camp PD - Documentation (Staff) ces Review Created by: Donald Lerew Owner: Human Resources Settings	➡ Print Preview ➡ Add to Watch List		
Position De				v

OPTION #2: If Position Description Exists But Needs Modified

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

Messiah University HR Suite :: Posi	ic× +						~ -	۵
\rightarrow C \textcircled{a}	0 8 ==	https://messiah-sb. pe	opleadmin.com/hr/positio	on_descriptions/s	earch?position_type_id=1	☆	\bigtriangledown	<u>৬</u> ව
Position Management						Welcome, I	Donald Lerew	logout
MESSIAI COLLEG	H E.					User Grou Hiring M		~
Home Positio	n Descriptions	-					Shortcuts 🝷	
/ Position Descriptions / S	taff							
	tion De	oovietie				+ Create New Positic	on Description	
Staff Posi	tion De	•	ns	Search	Q More Search Options 🗸	+ Create New Positic	on Description	
	Camp PD	•	ns	Search		+ Create New Positic	on Description	
Saved Searches 🗸	Camp PD	•		Search		+ Create New Positic	on Description	
Saved Searches V Position Description Sea Ad hoc Search	Camp PD rch Results Snipper	t Position Description		Search		+ Create New Positic	on Description	
Saved Searches V Position Description Sea Ad hoc Search	Camp PD rch Results Snipper Staff	t Position Description	S	Search		•		

2. Select the "Modify Position Description" link

۷	Messiah University HR Suite = Positi \times	Messiah University HR Suite :: Positic × +	v - ö	×
\leftarrow	\rightarrow C \textcircled{a}	O A = https://messiah-sb.peopleadmin.com/hr/position_descriptions/24109	e E ☆ 🛛 💆 約	≡
•••	Position Management		Welcome, Donald Lerew logout	î
	MESSIAH COLLEGE		User Group: Hiring Manager v	
	Home Position D	escriptions *	Shortcuts 🝷	
	/ Position Descriptions / <u>Staff</u>	/ Camp PD - Test1		
	Current Status: Active Position Type: Staff Sub-Department: Huma Resources (2825)	cription: Camp PD - Test1 (Staff)	 Print Preview Print Preview (Employee View) View Supervisor Modify Position Description 	
	Summary History			
	Position De			
	Employee Informa			~

3. Start the modify request by clicking on the "Start" button

🍯 Messiah University HR Suite 🗉 Positic 🛪	K Messiah University HR Suite :: Positi: X +	~	-	đ	×
\leftarrow \rightarrow C \textcircled{a}	O a e https://messiah-sb.peopleadmin.com/hr/actions/new?action_definition_id=3&position_description_id=	2 5	\bigtriangledown	<u>ځ</u> ځ	≡
•••• Position Management		Welcome, Don	ald Lerew	logout	<u> </u>
MESSIAH COLLEGE		User Group: Hiring Manag	ger	~	
Home Position	Descriptions •	Sho	rtcuts 🝷		1
Home Position Position DescriptionsStaffMo	·	Sho	rtcuts 🔻		٩
Position DescriptionsStaffMo	·	Sho	rtcuts 🔻		١

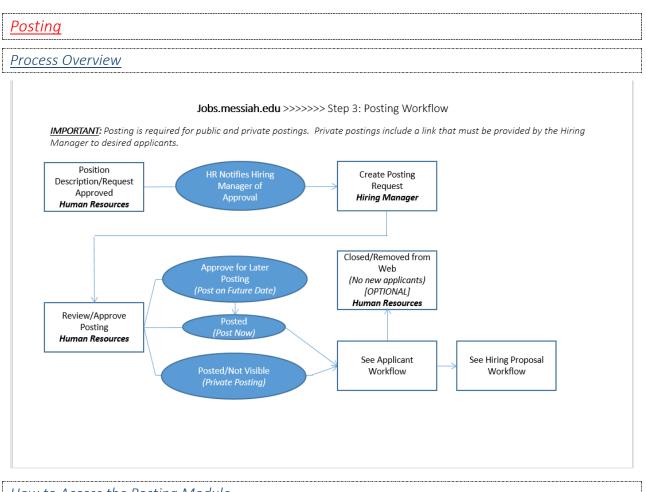
4. Once modifications are complete, use the "Take Action on Position Request" drop-down to move to Human Resources Review

۲	Messiah University HR Suite :: Positic X	Messiah University HR Suite :: Positi: × +	∨ – ₫ X
\leftarrow	→ C @ È	○ △ 🖻 https://messiah-sb. peopleadmin.com /hr/actions/18743	E ☆ 🛛 🗟 ± 5 =
	Position Management		Welcome, Donald Lerew logout
	MESSIAH COLLEGE		User Group: Hiring Manager v
	Home Position D	escriptions -	Shortcuts 🔻
	Position Requests / Staff / Ca	mp PD - Test1	
	Modify Posit Current Status: Draft Position Type: Staff Sub-Department: Huma Resources (2825) Summary History	ion Description: Camp PD - Test1 (Staff) 🔗	Take Action On Position Request Keep working on this Position Request WORKFLOW ACTIONS Canceled (move to Canceled) Human Resources Review (move to Human Resources Review)
	Position Det Classification Deta		
https://	/messiah-sb.peopleadmin.com/hr/actions/	8743# Resources	~

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



How to Access the Posting Module

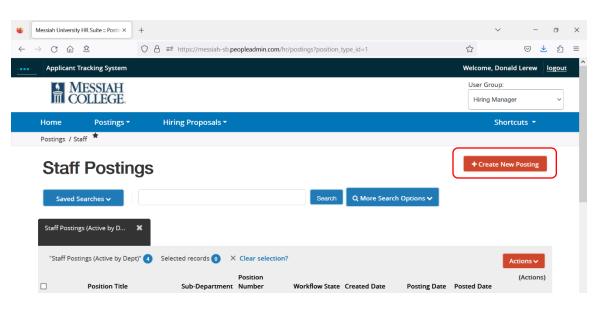
1. Go to "3 Dot" Menu and select "Applicant Tracking System"

Messiah University HR Suite :: User ×	+			V – Ø
\leftarrow \rightarrow C \textcircled{a}	○ A = https://messiah-sb. peoplea	dmin.com/hr/		☆ 🗢 🛃 원
Applicant Tracking System	1			Welcome, Donald Lerew logou
Applicant Tracking System				User Group:
Position Management	, ,			Hiring Manager v
	 Hiring Proposals 			Shortcuts 🝷
OTHER TOOLS	line Recruitment System			
Messiah Unversity Employee Portal	Postings 1 Users 1	Hiring Proposals 8	Position Requests 11	0 Filled Postings Last 30 days
PeopleAdmin Unified Insights				Last 30 days
Applicant Tracking System				
Balanced Hiring			Filters	0
		CURRENT STATE	DAYS IN CURRENT STATE	
	nnician (temporary/as needed/seasonal	Human Resources	48	Staff Faculty Student

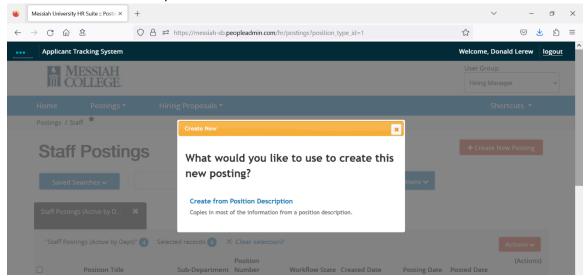
2. Go to "Postings" and select "Staff"

🍟 Messiah University HR Suite :: User 🗙				~	- @ ×
	+				
\leftarrow \rightarrow C \textcircled{a}	https://messiah-sb. people	admin.com/hr/		☆ · · · ·	າ 🕹 ຽ ≡
Applicant Tracking System				Welcome, Donald Ler	ew <u>logout</u>
MESSIAH COLLEGE				User Group: Hiring Manager	~
Home Postings •	Hiring Proposals -			Shortcuts	•
Staff Welcome to your Onlin	ne Recruitment System				
Inbox	Postings 1 Users 1	Hiring Proposals 8	Position Requests 11	0 Filled Postings Last 30 days	*
Special Handling Lists					
SEARCH			Filters	0	
TITLE		CURRENT STATE	DAYS IN CURRENT STATE	Staff Faculty	Student
position)	ician (temporary/as needed/seasonal	Human Resources	48	Jun Pauny 3	nasara R
https://messiah-sb.peopleadmin.com/hr/postings?	position_type_id=1				
How to Create a New Posti	ing				

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

→ C @ \$	○ A == https://m	nessiah-sb.peopleadmin.com/hi	r/postings/from positio	on description?utf8=_/&s[k]=	Camp+PD+ 57		⊥ £
COLLEGE			/postings/non_postic	accomption and - a costal -		ing Manager	- L - V
Home Postings •	Hiring Prop	oosals -				Shortcuts 👻	
Postings / Staff / Create from F	Position Description						
Staff Positio	on Descri	iptions					
		puono			_		
Saved Searches 🗸	Camp PD Documen	ntation	Search	Q More Search Options	~		
Saved Searches 🗸	Camp PD Documen		Search	Q More Search Options	× .		
			Search	Q More Search Options	~		
	X Staff Position		Search	Q More Search Options	~		
Ad hoc Search	X Staff Position		Search	Q More Search Options	V Last Name	(Actions	5)
Ad hoc Search Ad hoc Search 1 Save this	Staff Position I	Descriptions		System Position	-	(Actions	

- 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

۷	Messiah Universit	y HR Suite :: Postin X	+				~	-	۵	\times
\leftarrow	\rightarrow C C	盘	\bigcirc \bigcirc	➡ https://messiah-sb.pec	pleadmin.com/hr/postings/new?from_source_id=24121		☆	⊘ ⊻	பி	=
	Applicant	Tracking System				v	Velcome, Donald	Lerew	logout	Î
		IESSIAH OLLEGE					User Group: Hiring Manager		~	
	Home	Postings -		Hiring Proposals -			Shortc	uts 🝷		
	/ Postings /	Staff / New Posting	з ф							
	5	New Posting				Cancel	te New Posting			
			* Required	Information						
		Position Title			Camp PD - Documentation					
		Organizatio	nal Un	it						
		Department *			Human Resources & Compliance (31166) 🗸					
		Sub-Department	*		Human Resources (2825) 🗸					
		Applicant W	orkflo	N						
		Workflow State			Under Review by Hiring Manager ~ When an application is submitted for this job,	, it should move to whi	ch state in the Ca	ndidate		
					Process workflow?					
		References								
		Reference Notifica	ation			~				
					Request References to submit Recommendat state?		eaches selected w	vorkflow		
					stater					
		Recommendation	Workflov	1	When all Recommendations have been provid	ded, move to selected v	workflow state?			

	Recommendation Document Type	No Document v Allow a document upload when a reference provider submits a Recommendation?	, ,
	Online Applications		
	Accept online applications?		
	Special offline application instructions	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
	Accepted Application Forms		
		Staff Application	
		Staff Application Short	
		Camp Application	,
			l
		Cancel Create New Posting	l
<		c c c c c c c c c c c c c c c c c c c	,
5. When com	pleted, 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 U	niversity HR Suite :: Post	tin× +	F				\sim	-	٥	\times
\leftarrow	\rightarrow C	<u>ث</u>	1	08	ها https://messiah-sb. peopleadmin.com /hr/postings/24123/edit		ŝ	(S 7	්	≡
P	osting wa	is successfully crea	ited.							:	×
	Appl	icant Tracking Syst	tem			v	Velcome,	, Donald Le	rew	logou	t I
		MESSIAI COLLEG	H Æ.				User Gro Hiring	oup: Manager		~	
	Home	Postin	gs 🕶		Hiring Proposals 🕶			Shortcut	s 🕶		
	Posting	gs / <u>Staff</u> / <u>Camp</u>	PD - Doc	umen	ation (Draft) / Edit: Position Details						
	Editi	ng Posting			Position Details		-				
	Po	sition Details					Save	Save & Co	ontinue		
	🗢 P	osting Specific Qu	est								
	🗢 A	pplicant Documen	nts		Check spelling						
	O G	uest User			Postings may be started, saved, and completed at a later time. Please be sure to click 'Save' or 'I	Next>>' t	to save cl	hanges on e	ach		
	🗢 S	earch Committee l	Member	s	page. * Required Information						
	🗢 E	valuative Criteria			Posting Number						
	🗢 lr	nternal Posting Do	cum		Posting Number						
	Su	immary			Classification Details						~
<											>

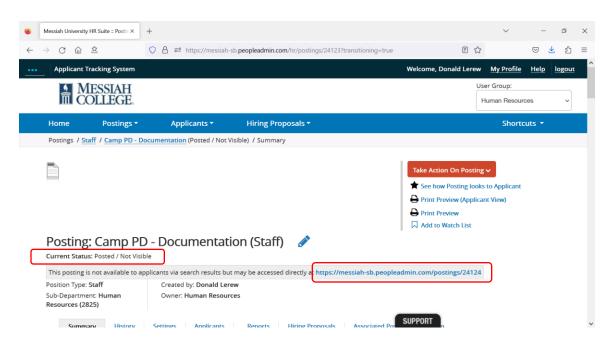
- 7. Most fields on the Position Details tab will be defaulted from the approved Position Description and will NOT require editing. Please complete any required/optional fields, as appropriate, on the Posting form. The general rules for these fields are as follows:
 - a. Posting Date \rightarrow typically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

۲

- c. Application Deadline \rightarrow 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 \rightarrow HR does not advertise for these positions, so please leave blank
- e. Total amount to spend on advertising \rightarrow please enter "N/A"
- f. Orgn-Acct to charge for advertising \rightarrow please enter "N/A"
- 8. Upon completion, move the Posting request to Human Resources via the "Take Action on Posting" menu:

Messiah University HR Suite :: Postin ×	+	✓ - D
$ ightarrow$ C $rac{1}{2}$	○ A = https://messiah-sb. peopleadmin.com /hr/postings/24123	E ☆ 🛛 💆 🖆
Applicant Tracking System		Welcome, Donald Lerew logout
MESSIAH COLLEGE		User Group: Hiring Manager ~
Home Postings 🕶	Hiring Proposals 🕶	Shortcuts 👻
Postings / <u>Staff</u> / <u>Camp PD - D</u>	Ocumentation (Draft) / Summary	
Posting: Cam	n PD - Documentation (Staff)	Take Action On Posting
Current Status: Draft Position Type: Staff Sub-Department: Human Resources (2825)		Take Action On Posting v Keep working on this Posting wORKFLOW ACTIONS Canceled (move to Canceled) Human Resources (move to Human Resources)
Current Status: Draft Position Type: Staff Sub-Department: Human	Created by: Donald Lerew	Keep working on this Posting nt workflow Actions Canceled (move to Canceled) Human Resources (move to

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

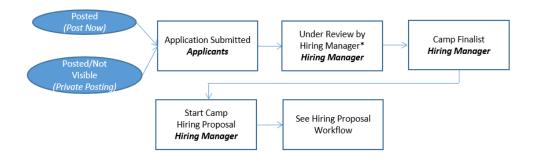


10. Please share the Posting link with desired applicants to start the application collection process

<u>Applications</u>	
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

\rightarrow C $$	益		https://messiah-sb.p	eopleadmin.com/hr/post	tings/24123?transitioning=true	Ξ	\$	\bigtriangledown	<u>*</u> ป
Applicant T	racking System					Welcome, Donald Le	rew <u>My Profile</u>	<u>Help</u>	logou
	IESSIAH OLLEGE						User Group: Human Resour	ces	~
Home	Postings -	Ар	oplicants -	Hiring Proposals •			Short	cuts 🝷	
Postings / <u>St</u>	aff / Camp PD - Do	ocumentati	on (Posted / Not Visib	le) / Summary					
						 ★ See how Posting ➡ Print Preview (Ap ➡ Print Preview □ Add to Watch List 	plicant View)		
0	;: Camp PD		umentatio	n (Staff) 🛛 🔗	,				
Current Statu	s: Posted / Not Visik	ble			t https://messiah-sb.peoplea	dmin.com/postings/24	124		
Current Statu	s: Posted / Not Visik s not available to ap	ole oplicants via			t https://messiah-sb.peoplea	dmin.com/postings/24	124		

- 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

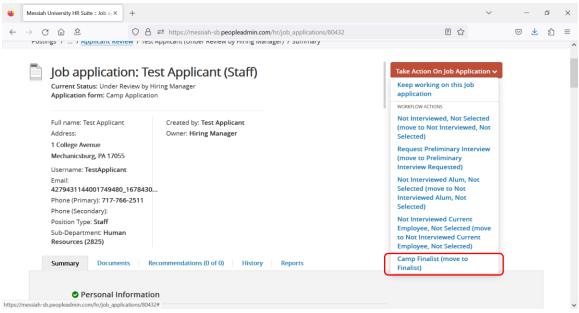
•	Messiah University HR Suite :: Postin >	+	\sim	-	٥	\times
\leftarrow	\rightarrow C \textcircled{a}	O A ≈ ² https://messiah-sb.peopleadmin.com/hr/postings/24123	۲ż	⊘ ⊻	ப்	=
	MESSIAH COLLEGE		User Group: Hiring Manager		~	
	Home Postings		Shorto	uts 👻		
	Postings / Staff / Camp PD	- Documentation (Posted / Not Visible) / Summary				
	Posting: Camp Current Status: Posted / Not	 ★ See how Positing ➡ Print Preview (Ap ➡ Print Preview □ Add to Watch List PD - Documentation (Staff) 	plicant View)			
		o applicants via search results but may be accessed directly at https://messiah-sb.peopleadmin.com/postings/24	125			
	Position Type: Staff Sub-Department: Human Resources (2825)	Created by: Donald Lerew Owner: Human Resources				
<	Summary Histor	Applicants Reports Hiring Proposals Associated Position Description				

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

Mended University HS State: Ldo: X + V - V - V X Weaked University HS State: Ldo: X + V - V - V X Summary History Applicants Control Summary Default Search (val)* Selected records * X Clear selection? Application Xectionsev Mende University HS Sum Kector Search Opplication Mende University HS Sum Xectorsev Mende University HS Sum Xectorsev Mende University HS Sum Yes Yes Yes											
\rightarrow C 1		() 🔒 ≅ h	ttps://messiah-sb.	peopleadmin.com	n/hr/postings/241	23/job_applica	tions	52		⊘ ₹	<u>ن</u> 2
c.,	immany History	Applicants	Pepertr	Uiring Droposal	Accociate	d Decition De	scription				
30	ninary history	Applicants	Reports	ning rioposa	S ASSOCIATE	d Position De	scription				
	wed Searcher M				s	earch O	More Search Options 🗸				
30	ved Searches V										
Defau	lt Search (v4)	×									
"Def	ault Search (v4)" 1	Selected records	0 × Clear	selection?					Acti	ons 🗸	
									_		
					employer						
	Full Name	Job Title				Is Alum	Email				
	Applicant,	Camp PD -	April 18, 2023	by Hiring	Yes	Yes	4279431144001749480_	1678430767_1	1375_2_er	mailaddres	s@ze
				Manager							
~											
viow +h	o applicati	<u></u>									
(
									~	-	
→ C 1	<u>ک</u> (۵	O A ≅ h	ttps://messiah-sb.	peopleadmin.com	n/hr/job_application	ons/80432				⊘ ₹	5
Applica	int Tracking System							Welcom	e, Donalo	Lerew	logo
-	MESSIAH										
100	COLLEGE.							Hiring	g Manager	i.	~
	Postings 🕶	Hirin	g Proposals 🔻						Shorto	uts 🔻	
Home		iew / Test Applic	ant (Under Revie	w by Hiring Man	ager) / Summar	у					
	/ / Applicant Revi										
Postings									-		
Postings	ob applicatio	on: Test A		(Staff)					tion 🗸		
Postings	ob applicatio	on: Test A		(Staff)			★ View Posting	g Applied To	tion 🗸		
Postings JC Cu Ap	ob applicatio	DN: Test A leview by Hiring N Application					★ View Posting	g Applied To	tion 🗸		
Postings JC Cu Ap Fu Ad	Db applicatio urrent Status: Under R splication form: Camp Il name: Test Applicant Idress:	Con: Test A Review by Hiring N Application	/anager	pplicant			★ View Posting	g Applied To	tion 🗸		
Postings JC Cu Ap Fu Ad	Db applicatio Irrent Status: Under R splication form: Camp III name: Test Applicant	teview by Hiring N Application	Nanager reated by: Test Aj	pplicant			★ View Posting	g Applied To	tion 🗸		
Postings JC Cu Ap Fu Ad Us	Db applicatic urrent Status: Under R splication form: Camp II name: Test Applicant Idress: College Avenue echanicsburg, PA 17055 sername: TestApplican	ceview by Hiring M Application	Nanager reated by: Test Aj	pplicant			★ View Posting	g Applied To	tion 🗸		
Postings JC Cu Ap Fu Ad US Err	Db application urrent Status: Under R opplication form: Camp III name: Test Applicant Idress: College Avenue echanicsburg, PA 17055 uername: TestApplican nail:	Application	Nanager reated by: Test Aj	pplicant			★ View Posting	g Applied To	tion 🗸		
Postings JC Cu App Fu Add 1 G US Err 422 Ph	Db applicatic urrent Status: Under R splication form: Camp II name: Test Applicant Idress: College Avenue echanicsburg, PA 17055 sername: TestApplican	Application Cr Cr Cr Cr Cr Cr Cr Cr Cr Cr Cr Cr Cr C	Nanager reated by: Test Aj	pplicant			★ View Posting	g Applied To	tion 🗸		

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

6.



 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

Messiah University HR Suite = Job ar ×	+	\checkmark	-	٥	\times
	A a= https://messiah-sb.peopleadmin.com/hr/job_applications/80432 ew / rest-Applicatic torget review by mining wateger / commany	▣ ☆	⊘ ₹	பி	=
					Í
Job applicatio	on: Test Applicant (Staff)	Take Action On Job Application 🗸			
Current Status: Under R Application form: Camp		Keep working on this Job application			
		WORKFLOW ACTIONS			
Full name: Test Applicant Address:	Created by: Test Applicant Owner: Hiring Manager	Not Interviewed, Not Selected (move to Not Interviewed, Not Selected)			
1 College Avenue Mechanicsburg, PA 17055 Username: TestApplican		Request Preliminary Interview (move to Preliminary Interview Requested)			
Email: 4279431144001749480 Phone (Primary): 717-760 Phone (Secondary):	.1678430	Not Interviewed Alum, Not Selected (move to Not Interviewed Alum, Not Selected)			
Position Type: Staff Sub-Department: Humar Resources (2825)		Not Interviewed Current Employee, Not Selected (move to Not Interviewed Current Employee, Not Selected)			
Summary Documen	ts Recommendations (0 of 0) History Reports	Camp Finalist (move to Finalist)			
Summary Documen	ormation				

9. 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.

 Start Camp
 HR Approval

 Hiring Proposal
 HIR Approval

 Hiring Manager
 HR Approval

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.
- 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. <u>It is VERY important that the "Start Camp Hiring Proposal"</u> <u>option is selected</u> or an incorrect workflow will be triggered requiring the hiring proposal to be cancelled.

•	Messiah U	Iniversity HR Suite :: Job ar ×				\sim	-	٥	×
\leftarrow	\rightarrow G	<u>م</u> غ	A en https://messiah-sb.peopleadmin.com/hr/jo	ob_applications/80432	E \$		≥ <mark>4</mark>	්	≡
A	pplicatior	n was successfully transiti						3	^
	Appl	licant Tracking System			Welco	me, Donald Le	rew	logout	
		MESSIAH COLLEGE				^r Group: ing Manager		~	
	Home	e Postings -	Hiring Proposals 🕶			Shortcut	s 🔻		
	Posting	gs / / <u>Applicant Revi</u>	Test Applicant (Finalist) / Summary						
		Job applicatic Current Status: Finalist Application form: Camp	Test Applicant (Staff)	★ View F ★ Previe	tion On Job Appli Posting Applied To w Application				
		Full name: Test Applicant Address: 1 College Avenue Mechanicsburg, PA 17055 Username: TestApplicant Email:	Created by: Test Applicant Owner: Hiring Manager		Hiring Proposal Camp Hiring Propo	isal			

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

6 Messiah University HR Suite :: Positic ×	+	\sim	-	٥	×
\leftarrow \rightarrow C \textcircled{a}	O A = https://messiah-sb.peopleadmin.com/hr/actions/new?action_definition_id=10&job_application_id=8043		⊚ ₹	பி	≡
••• Applicant Tracking System	l v	Welcome, Donald	Lerew	ogout	Â
MESSIAH III COLLEGE		User Group: Hiring Manager		~	
Home Postings -	Hiring Proposals -	Shortcu	uts 🔻		
/ Postings / / Applicant Re	iew / Test Applicant (Finalist) / New Hiring Proposal				
Starting Camp H	ring Proposal				
Applicant: Test Ap	blicant				
Posting: Camp PD	- Documentation				
Start Camp Hiring Proposal	r Cancel				

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

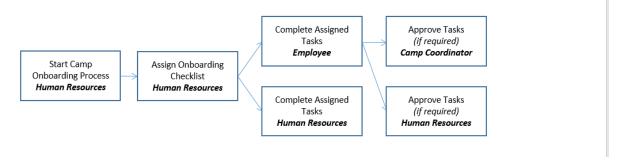
•	Messiah University HR Suite :: Positic	× +								\sim	-	٥	\times
\leftarrow	> C @ \$	\circ	A = https://messiah-:	sb.peopleadmin.co	m/hr/actions/18744/	edit			ŝ		⊘ 🛓	பி	≡
•••	Applicant Tracking Syster	n						v	Velcome,	Donald I	erew	ogout	î
	MESSIAH	a.							User Gro Hiring I	oup: Manager		~	
	Home Postings	; •	Hiring Proposals							Shortcu	its 🔻		
	Position Requests / <u>Staff</u> /	Edit											
	Editing Hiring Propose	al	Hiring Proposal						0		0		
	Hiring Proposal								Save	Save &	Continue		
	Hiring Proposal Docu	ments											
	Hiring Proposal Summ	ary	Check spelling * Required Information Position Info										
			Position Title	Camp PE) - Documentation								
			Position Numbe	r 2023_00	65PD_STF								
			Employee Group	o Camp W	orker								
			Band	01									
			Time Status	Tempora	iry								~
	a. Employee	ID (p	er Dept) → I	Hiring Ma	anager sho	ould ent	er, if kno	own					

- b. Gender \rightarrow <u>MUST</u> be collected and entered by Hiring Manager
- c. Salutation \rightarrow **MUST** be collected and entered by Hiring Manager
- d. Social Security Number \rightarrow **MUST** be collected and entered by Hiring Manager
- e. Birthdate \rightarrow **MUST** be collected and entered by Hiring Manager
- f. Hiring Rate/Salary → Hiring Manager should enter "Camp Rate"
- g. Proposed Start Date \rightarrow Hiring Manager should enter first day of first camp worked
- h. Proposed End Date \rightarrow 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

	ah University HR Suite = Positic × +	금 ☞ https://messiah-sb. peopleadmin.com /hr/actions/18744	✓ - □ × 目☆ ♡ よ 釣 =
A	pplicant Tracking System		Welcome, Donald Lerew logout
	MESSIAH COLLEGE		User Group: Hiring Manager ~
Но	me Postings -	Hiring Proposals 🕶	Shortcuts 🝷
	Camp Hiring Prop Current Status: Draft Position Type: Staff Sub-Department: Human Resources (2825) Applicant: Test Applicant Posting: Camp PD - Documentation Summary History Sett	•	Take Action On Hiring Proposal V Keep working on this Hiring Proposal WORELOW ACTIONS Canceled (move to Canceled) HR Approval (move to HR Approval)
	Hiring Proposal	1	
6.	sb.peopleadmin.com/hr/actions/18744#		
<u>boarding</u>			
cess Overv	<u>'iew</u>		

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:

On

- 1. New Employee → Camp Athletics (New Hire) checklist
- 2. Continuing Camp Employee → Camp Athletics (Camp-Continuing) checklist
- 3. Current Messiah (Non-Camp) Employee \rightarrow 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)

•	Messia	ih Uni	versity : Login	×	PowerSchool Records	×	+					\sim		-	۵	×
\leftarrow	\rightarrow	C	<u>ث</u> ۵		O A ≅ https://mes	siah.ted. p	eopleadmin.com/re	ecords		90%		0	9 👱	۲	பி	≡
≜ M ∎U	ESSIA NIVERS	H iTY				Imperso	onating - Ricardo Pl	ummer	End				?	۹ (
9	~		My Tasks													
	Tasks		Needs Atten	tion Cor	npleted											
		Ľ		_												
Availat	le Forms		All	\sim											0	
F	iles		Ta	sk		R	elated Staff	Checklist 💌		Due Date	Delete	Actions				
			Sc Sc	hedule HR Ap	pointment for I-9	R	unkel, Kenneth	FT Admin/Staff (New Hire)		2/27/2023		Mark a	is Done	•		
Re	ports															
																_

- 2. Select the "View", "Sign/Rev/Appr" button or the "Mark as Done" Action button beside the task
 - a. "View" \rightarrow requires Athletics to access and complete the item.
 - b. "Sign/Rev/Appr" \rightarrow requires Athletics to review and sign to complete the form
 - c. "Mark as Done" \rightarrow 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 \rightarrow complete Section 2 and submit. Form will be routed to Human Resources for official records.
 - b. Work Permit \rightarrow review work permit to ensure complete, correct and no issues
 - c. Background Check \rightarrow review clearances to ensure complete, correct and no issues
 - d. Provide Login Instructions for Mandatory Reporter Training \rightarrow check off when done
 - e. Hepatitis B Form \rightarrow 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

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

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

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

Messiah University HR Suite :: User	× € PowerSchool Records × +	✓ - ₫ ×
\leftarrow \rightarrow C \textcircled{a}	○ A ē ² https://jobs.messiah.edu/hr/	☆ ♡ 🛃 🗈 ≦
Applicant Tracking Syste	n	Welcome, Donald Lerew <u>My Profile</u> <u>Help</u> logout
Applicant Tracking System	x /	User Group:
Position Management	Y	Human Resources ~
Employee Records	 Applicants Hiring Proposals 	Shortcuts 🝷
	line Recruitment System	
OTHER TOOLS	gs 🚺 Users 5 Hiring Proposals 8 Position Requests 4 Onboarding Tas	ks 35 Filled Postings Jast 30 days
Messiah Unversity Employee Portal		
Insights	Filters	
Applicant Tracking System		
Balanced Hiring	CURRENT STATE DAYS IN CURRENT STATE	
Insights Survey	Human Resources 0	Staff Faculty Student
https://jobs.messiah.edu/br/motu/sso/record		SUPPORT

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

Messiah L	Iniversity HR Suite :: User X	Powe	erSchool Records	×) +					\sim		-	ð	\times
$\leftarrow \ \ \rightarrow \ \ G$	<u>نه</u>	08	ē≏ https://r	messiah.ted. p	peopleadmin.com/	/Records		909	÷		\bigtriangledown	⊻ ೨	ப்	≡
2 MESSIAH III UNIVERSIT	Y			Imperse	onating - Ricardo	Plummer	End				0	<u>ه</u> و	DL	
My Tasks	My Tasks													
	Needs Attention Co	mpleted												
Available Forms														>
Files	Reports Checklist Completion	,	lated Staff		Checkli	ist 👻	Due Date		De	elete	A	ctions		
Reports														
KEPOIG												Mark Co	omplet	e
https://messiah.ted	.peopleadmin.com/Records													

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.

ē	Messiah U	University HR Suite :: User X	PowerSchool Records	×	+				\sim	-	٥	×
\leftarrow	\rightarrow C	<u>م</u> غ	O A == https://n	messiah.ted.	peopleadmin.com	/records/Reports,	ChecklistCompletionDashboard/	90% 🖒	\bigtriangledown	⊻ @) 釣	≡
≰ Mi 血UN	ESSLAH NIVERSIT	Y		Impers	onating - Ricardo	Plummer	End			ଡ ସ	DL	
	Tasks	Checklist Completic	on									
		Select a Checklist	\sim									
Availab	le Forms	Select a Checklist Camp - Academic (Camp-C	Continuing)									
	les	Camp - Academic (Camp-M	MU EE)									
	itea	Camp - Academic (New Hi										
Ŀ	<u>III</u> →	Camp - Athletics (Camp-Co	-									
Rep	oorts	Camp - Athletics (Camp-M										
		Camp - Athletics (New Hire CUPA HE Onboarding Best		/								
		CUPA HE Onboarding Best										
		Exception Checklist	r racuce - optional									
		FT Admin/Staff (New Hire)										
		FT Faculty (New Hire)		Last	Department	Assigned				Statu	s	
		Graduate Assistant (New H	Hire)				No data available!					
		High School Summer Wor	kers									
		I-9 Proxy Upload (Student))	per page								
		P/T Hire - Additional Assig										
		P/T Temporary (New Hire)	~									~

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

- Messiah	University HR Suite :: User X	Power	rSchool Records	×	+										\sim			- 0	×
$\leftarrow \rightarrow c$	<u>م</u> غ	08	ē≏ https://r	messiah.ted.	peopleadmin.com/	records/Reports/Chec	klistCom	pletion	Dashb	oard/	8	90%	ŝ			\bigtriangledown	\mathbf{F}	٩ ٢	=
<u>2 MESSIAH</u> MUNIVERSIT	Y			Impers	onating - Ricardo I	Plummer											?	Q 🔃	
	Checklist Completic	n																	
My Tasks	Camp - Athletics (New Hit	re)	\sim																1
Available Forms	Hide Filters																	Export	
Files	Checklist View All checklists Complete checklists Incomplete checklists Incomplete checklists Highlight tasks that nee my attention Task Type Departments Position Types Assigned Date		〕 First	Last	Department	Assigned		Work Parent.	Background cu	Essential Come	Community Community	Code of Conduct	HR&C Policy AS	Commitmon.	FERPA	Workers' Com-	Weit-	Status	
	Past 3 months	C	DonLer	Test	Academic Acc	03/28/2023 02:12 P	м 👩	Ø	Ø	Ø	0	Ø	Ø	Ø	Ø	Ø		@Complete	
	Past 6 months Past 12 months All Time Custom	C	DonLer	Test	Academic Acc	03/28/2023 11:00 A	۲	0	0	0	0	0	0	0	0	0	V	⊘Complete	2
	From:		10 🗸 items	s per page			I	1 0]/1								1	1 - 2 of 2 iten	ns

- 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. \bigcirc \rightarrow Required, Completed Task
- ii. $\square \rightarrow$ Required, Pending Task {submitted, waiting approval}
- iii. $0 \rightarrow$ Required, In-Process Task {started by employee, but not completed}
- iv. $\mathbf{O} \rightarrow$ Required, Incomplete Task
- v. \swarrow Ignored, Optional Task {not requested from new hire}
- 7. Viewing Completed Tasks & Forms
 - a. <u>NOTE</u>: 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

- Messiah	University HR Suite :: User X	• Powers	School Records	×	+				\sim		- 0	×
$\leftarrow \rightarrow c$; 俞 途	08	ē≏ https://r	messiah.ted. p	eopleadmin.com/	records/Reports/Checkli	stCompletionDashboard/	90% 🖒		${\times}$	👱 🖲 g	≙ ≡
≜ MESSIAH III UNIVERSII	ry			Impers	onating - Ricardo F	Plummer	End			0	৹ 💽	
	Checklist Completio	n										
My Tasks	Camp - Athletics (New Hi	re)	\sim									
Available Forms	Hide Filters						_				Ехро	rt
-	▼ Checklist View	^						×	1 1			
Files	 All checklists Complete checklists 								4			
Let.	Complete checklists Incomplete checklists						🖉 🛯 🖉 Complete Tas	sk	untment to Confidentiality			
Reports	Highlight tasks that nee my attention	d							fide,	tion	Ē	
Reports							Assigned Date 03/28/2023 02:	2 12 PM	o Cor	Workers' Compensation		
	 Task Type 						Completed Da	te	ent to	omp		
	 Departments 						03/28/2023 02:	32 PM	itme	rs' C		
	 Position Types 							VIEW	FERPA	orke	Status	
	▼ Assigned Date		First	Last	Department	Assigned		men	æ			
	Past 3 months Past 6 months				Academic Acc	03/28/2023 02:12 PM	0000		0	~ `	⊘ ⊘Comple	
	Past 12 months		DonLer	Test	Academic Acc	03/28/2023 11:00 AM	0000		0	0 0	g @Comple	te
	All Time						<			:	>	
	From:	1	0 🗸 items	per page		4					1 - 2 of 2 ite	ems
	To:											

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

Messiah U	University HR Suite :: User X	PowerSchool Rec	ords X	+					\sim	-	0	×
$\leftarrow \ \ \rightarrow \ \ {\mathbb G}$	<u>ن</u> ش	🔿 🗛 🔤 http:	s://messiah.ted. p	eopleadmin.com/	records/Pages/Use	ers/UsersList.aspx		90% 🖒	(9 <u>*</u>	٤ گ	≡
2 MESSIAH III UNIVERSIT	Y									@ C	۹ 🕕	
My Tasks	Users							User List		20		
	Active Deactivated						_ C	donlerew		8	⇔ E	xport
vailable Forms	2222						O	DONLEREW TEST		÷,	Q	
Files	Add User							Employee ID CW000002 Position Type	DonLe	rew Test		
Filing	Last First	Emp ID#	Security D Group	epartment	Job Title	Position Type	Superv	Staff Department				
	0 Selected Select All	<u>Clear</u>						Academic Accessibility (20	109)	er page:	10	\sim
Reports									Go	to page:		\sim
Configuration										Deactiv	ate Selec	ted
ttps://messiah.ted	peopleadmin.com/records/Use	er/Details/?id=8eYmgu!	mEhFNVTaPXDifM	IA==								

11123310111	University HR Suite :: User ×	PowerSchool Record	s × +				\checkmark	- 0
\rightarrow G	6 É	○ A ≈ https://	messiah.ted. peopleadm i	n.com/records/User/Det	ails/?id=8eYmgu5mEhFN	IVTgPXDjfM 90% ☆		4 🔍 🕄
ESSIAH NIVERSIT	x						?	Q 🗩
~]	Files							<u> </u>
Tasks								
	DonLerew Test Employee ID: CW000002		partment: Academic Acco		e: 717-555-5555 : donlerew@gmail.com		🥒 Edit Staff	💄 Impersona
le Forms	Position Type: Staff Folders and Checklists							
les	Folders							
1- 1-	Create Folder							
ling III >		-	-	-	—	—		
oorts	Acknowledgements	Acknowledgements (Camp-Academic)	Acknowledgements (Camp-Athletics)	Acknowledgements (Student)	Background Checks	Background Checks (Camp-Academic)	Background Checks (Camp-Athletics)	
≱ →								
guration								
								
	Background Checks (Student)	Certifications	Contracts & Agreements	Disciplinary	Employee Profile	Employee Profile (Camps)	EPIC Form	

Appendices

Appendix A – Sample PeopleAdmin Camp Position Description

- <u>Sample Position Description (Hiring Manager View)</u>
- <u>Sample Position Description (HR View)</u>

Appendix B – Sample PeopleAdmin Camp Posting

- <u>Sample Posting (Hiring Manager View)</u>

Appendix C – Sample PeopleAdmin Camp Application Form

- <u>Sample Application (Applicant View)</u>

Appendix D – Sample PeopleAdmin Camp Hiring Proposal

- <u>Sample Hiring Proposal (Hiring Manager View)</u>
- Sample Hiring Proposal (HR View)