



# A Guide to HR Procedures and FAQ's



## **Background Screening Renewals:**

When a volunteer/employee background screening is up for renewal:

- Check the volunteer/employee file to make sure he/she has the most current versions of all Safe Environment forms on file. If there are outdated or missing forms, please have the volunteer/employee complete the current version of each form.
- The volunteer or employee complete a new set of consent forms before processing a new screening. Do NOT use old copies of consent forms to process screenings.
- Once the screening is complete (with satisfactory results), please update the dates in the HRiPortal and:

**Employees:** Attach a copy of the consent forms, completed report, and any updated forms in HROnline (Paychex) and notify Chaundra Louard, [clouard@archatl.com](mailto:clouard@archatl.com)

**Volunteers:** E-mail the new consent forms, completed screening, and any updated forms to Stephanie Landrum, [slandrum@archatl.com](mailto:slandrum@archatl.com)

## **Background Results with Concerns:**

If a criminal charge or driving violation appears on an employee or volunteer background report, please e-mail the completed report to HR staff for review:

**Employees:** Jennifer Broel, [jbroel@archatl.com](mailto:jbroel@archatl.com)

**Volunteers:** Stephanie Landrum, [slandrum@archatl.com](mailto:slandrum@archatl.com)

Employees and Volunteers with charges on their background screening may not work until we have reviewed the file and notified you of approval.

## **User Access:**

- Please do not share login information or access with other individuals. Each user should have his or her own login to screening databases (Volunteer Select, Verifications, Inc.) and should never use the login information of other or previous employees.
- Access and login rights should only be granted to Individuals who have undergone a full background screening (Verifications, Inc.)
- Please notify us if an employee needs a user ID or login for Verifications, Inc. or LexisNexis Volunteer Select so we may process your request:

**Employees:** Chaundra Louard, [clouard@archatl.com](mailto:clouard@archatl.com)

**Volunteers:** Stephanie Landrum, [slandrum@archatl.com](mailto:slandrum@archatl.com)

## **Status Changes:**

If a volunteer changes positions (e.g. becomes a driver, changes status to contact/no contact with children or vulnerable individuals:

- Notify Stephanie Landrum or Jennifer Broel via e-mail so we may make the change in the HRiPortal.
- Do NOT create a new workflow for the new position, as this creates duplicates in the system.

### **Make Employee Changes in Advance:**

When an employee is being terminated or changing status from part-time to full-time you can make those changes prior to the effective date.

- Begin with the appropriate workflow, i.e. Status Change or Termination. It will prompt you to login to Paychex HROnline. If you do not have a Paychex username and password email [clouard@archatl.com](mailto:clouard@archatl.com).
- Inside Paychex HROnline, search for your employee. Then under the "Employee Compensation & Benefits" tab select "Salary/Status History."
- You will see the "Change Event Wizard" button is to the right. Click it. Once the feature opens it will allow you to input an effective date and the corresponding change. Save!
  - To verify that the change is pending look at the Maintenance Log on the bottom of this page. You will see it "Pending" for the date you entered.
- Return to workflow and complete.



### **Guarantee Your Documents are Received:**

For every employee process corresponding paperwork needs to be submitted. There are two ways to do this. At least one is required.

- Submit the attachment via the email notification in the iPortal. Attach the forms as you would attach them to an email. Hit send.
  - Attach the forms to the employee file in HROnline under "Forms & Documents"
- If you need to attach forms and there is no corresponding workflow, log in to HROnline via the HRiPortal. The link is under the HR Management Console.

### **Submit Demographic Changes:**

Help us help you. We need to be made aware of pertinent changes like addresses, names, marriages and births. This helps us keep employees up to date with benefit information.

- All name and address changes need to be submitted through the HRiPortal
- Be sure to submit the supporting documents.

**If you have additional questions, please do not hesitate to contact us:**

#### Chaundra Louard

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#### Jennifer Broel

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#### Stephanie Landrum

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