



This is...

Human Resources

JEOPARDY!

With your hosts:

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Volunteers	Safe Environment	HRiPortal	Employees	HR Policy
<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>

What are the three steps for submitting volunteer background screening renewals?

1. Update the screening dates in the HRiPortal
2. Review the file to make sure the file is complete and all forms are current
3. E-mail the completed screening along with new consent forms and any other missing or updated documents to Stephanie Landrum at slandrum@archatl.com



True or False:

Active employees within the Archdiocese of Atlanta must complete volunteer paperwork and must be entered into the HRiPortal as volunteers.

FALSE

Active employees are NOT entered into the HRiPortal as volunteers.

Please confirm with Stephanie Landrum or Jennifer Broel that the volunteer is an active employee with a complete Safe Environment file.



Which Safe Environment documents
must Minor Volunteers complete?

For Minors 13 years and older:

- Minor Volunteer Application, completed with parent or guardian's permission
- School Reference Form or three (3) references if the child is not enrolled in school (e.g. homeschooled)

For Minors under the age of 13:

- Parents must give written permission for the child to volunteer under the supervision of an adult who has Safe Environment clearance. Please keep permission forms on file.

Reminder: Minors must be SUPERVISED at all times and they must be at least five (5) years older than the children/youth with whom they are working



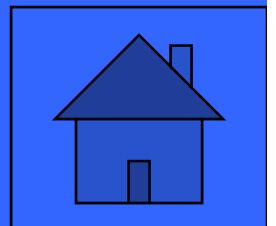
True or False:

If a volunteer does not have a SSN, then you can enter them into the HRiPortal with "0000" as the last four of the SSN.

FALSE

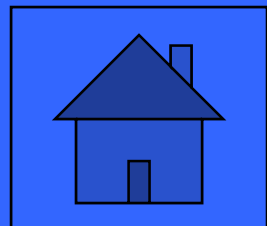
Volunteers without SSNs are NOT entered into the HRiPortal. You must e-mail all paperwork for volunteers without a SSN to Stephanie Landrum at slandrum@archatl.com.

Reminder: Volunteers with no SSN must complete all Safe Environment policies, have three (3) verified references, and must be supervised at all times. They cannot be heads of any group or ministry.



List the required documents that make a complete file for an Adult volunteer (with a SSN) who is working with children or vulnerable individuals.

1. Volunteer Application
2. Background Screening Consent Forms
3. Copy of Volunteer Select Background Screening
4. Signed Sexual Abuse Policy Acknowledgement Page
5. Signed Code of Conduct Acknowledgement Page
6. Signed Ministerial Standards for Vulnerable Individuals Acknowledgement Page
7. Signed Ministerial Standards for Educational Volunteers Acknowledgement Page
8. Signed "You Matter" Video Form

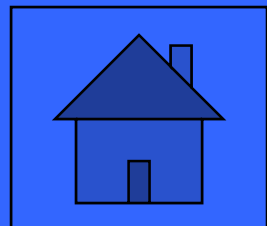


Who is required to complete the Safe Environment training?

- All employees, independent contractors, and clergy (regardless if they work with minors and/or vulnerable individuals)

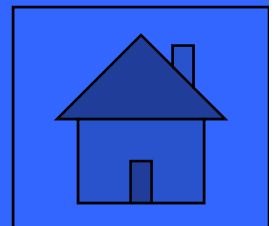
- All adult volunteers (18 years old or older) who will work in an unsupervised capacity with children or vulnerable individuals, or it can be foreseen that there is a reasonable possibility they might find themselves in an unsupervised situation with minors and/or vulnerable individuals.

- Volunteers not working with minors and/or vulnerable individuals only need to complete the "Volunteer Application."



Who is required to have a
background check?

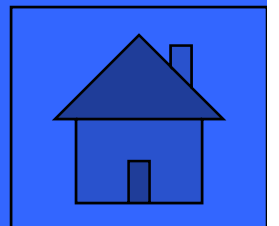
- All employees, independent contractors, and clergy (regardless if they work with minors and/or vulnerable individuals)
- All adult volunteers (18 years old or older) who will work in an unsupervised capacity or it can be foreseen that there is a reasonable possibility they might find themselves in an unsupervised situation with minors and/or vulnerable individuals



When should I make a report of misconduct or sexual abuse of a minor?

Who should I call to make a report?

1. When you have reasonable cause to believe that misconduct or Sexual Abuse has occurred and who has mandatory reporting requirements under federal, state or local law
2. The Archbishop's Office, Safe Environment Office, or the 24-hour reporting hotline: 1-888-437-0764



Should I notify HR when an individual is rejected to volunteer at my location and provide a copy of background check (if available)?

Yes. Please send a copy of the volunteer's report to Jennifer Broel (jbroel@archatl.com). Human Resources keeps this information on file.



How often do employees,
independent contractors, and
volunteers need to complete Safe
Environment training including a
background check?

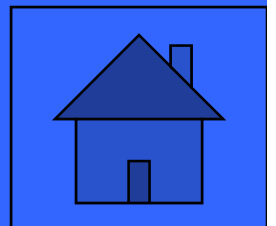
The Safe Environment training and background checks are to be renewed every five (5) years



What should I do if I make an error while entering an employee in the Staff Directory (e.g. incorrect address, incorrect SSN)?

You should complete the workflow
and perform an employee
information change.

If you enter the incorrect name,
please contact HR so they may
correct the error.



True or False:

You are permitted to enter the employee first in Preview and then log into the HRiPortal to finish the workflow.

FALSE

Always use the HRiPortal FIRST to enter employees via the corresponding workflow. Entering employees through Preview is a violation of HR policy.



How do you submit a ticket for
a problem or issue?

E-mail

support@archatl.com



Where are employee documents uploaded and stored?

A). HROnline

B). Through the email in the workflow

C). In the "My Documents" folder of your computer

A.) HR Online



True or False:

Your location must enter priests into the HRiPortal.

FALSE

The Archdiocese of Atlanta Human Resources Department enters and assigns all priests to locations via the HRiPortal.



When is the best time to add an employee to the HRiPortal?

A.) Payday

B.) The first day of employment

C.) before the employee starts working

B.) The first day of employment



If a personnel change, (e.g. termination, status change), is made in Preview (payroll) will the HR department be aware of it?

No. This is a violation of HR Policy. When the process is completed through Preview, HR does not receive any type of notification that a change has been made. Following proper procedure will ensure that HR is notified.



Who is responsible for completing Lay Personnel records, the employee or the business manager?

Business Manager



What legal document is essential when completing an employee Name Change?

A copy of the employee's updated
Social Security card with the new
name on it.



What document must be completed for an employee status change?

A new Lay Record



If an employee needs to take a 4 week leave of absence due to a medical condition, is it still necessary to require FMLA paperwork even if they have enough sick and vacation days to cover the entire 4 week period?

Yes. Any absence of 5 days or more for a serious health condition requires Family Medical Leave Act (FMLA) paperwork.



An employee has given a two-week notice...the Pastor/Principal has asked that he/she leave immediately. When is the actual termination date?

The end of the two-week period; if the employee has given you the required notice, he/she must be paid during the notice period whether they worked or not.



True or False

A full-time employee has a choice whether he/she would like to participate in health/life benefits provided by the Archdiocese.

False

All full-time employees must participate in benefits program.



Should you immediately fire an employee who has already received a final warning due to job performance issues?

No; you must first contact Human Resources for review and approval. HR may suggest a suspension while the case is being reviewed.



What should you do if you realize that one of your employee's payroll deductions for health insurance benefits is incorrect?

Changes to payroll deductions for benefits should be made by the Archdiocese of Atlanta Benefits Department in Human Resources.

