



HUMAN RESOURCES DEPARTMENT  
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TO: Darrin Hass, Director of Human Resources  
FROM: Tammy Bartlett, HR Specialist II  
SUBJECT: Reminders for Managers and Supervisors when hiring  
DATE: November 8, 2022

1. Review your applications as soon as they come in. If this isn't possible, at least twice or three times per week.
2. MOVING an application through Paycom
  - a. *NOTES TAB* – provide notes that include the DATE you would like to hire the applicant, (HR will match the orientation date as closely as possible to your desired hire date) the SALARY and G/L CODE if different from what is on the requisition. Any other pertinent information is always helpful.
  - b. *AVAILABILITY & TASKS TAB* – 1<sup>st</sup> two steps must be completed in order to move to the 'offer letter' status. You must fill in all the information required, remember to hit SAVE to move to the next step. (refresh your screen if necessary) to see where you are in the process. Once you get to the 'offer letter' HR will take it from there.
3. Human Resources responsibilities:
  - a. OFFER LETTER – offer letter will be sent out the same day or next day. Perspective employee has three days to sign.
  - b. BACKGROUND LINK – is sent out, as soon as offer letter is signed by perspective employee, via email.
  - c. PAYCOM TASKS (ONBOARDING) – is sent via email, to perspective employee, once all Background is returned to Human Resources.
  - d. APPLICANT responsibility – must have Paycom tasks completed BEFORE attending orientation. There are no exceptions.

## Posting Position helpful tips

- ❖ Remember to look at the Job Description and send any changes to Human Resources PRIOR to doing Requisition.
  - ❖ Human Resources will notify you once the new job description is uploaded into POSITION and you can proceed with Requisition.
  - ❖ If Job Requisition is done prior to Human Resources notifying you that the new job description is loaded, the Requisition will be DENIED and must be done over again.
- ✚ Click on Applicant Tracking > Create Requisition > Create Requisition (green button)
- ❖ Fill in the required information. That has the \*.
  - ❖ Workflow – please select STANDARD
- ✚ Human Resources will review and pass the Requisition onto the Director the same day as received.