HIRING GUIDE

Human Resources - Talent Management

CYBER RECRUITER HR ACTIONS

Seventh-day Adventist® Church
FLORIDA CONFERENCE

HUMAN RESOURCES
and Talent Management

351 S. State Road 434, Altamonte Springs, FL 32714 • www.floridaconference.com

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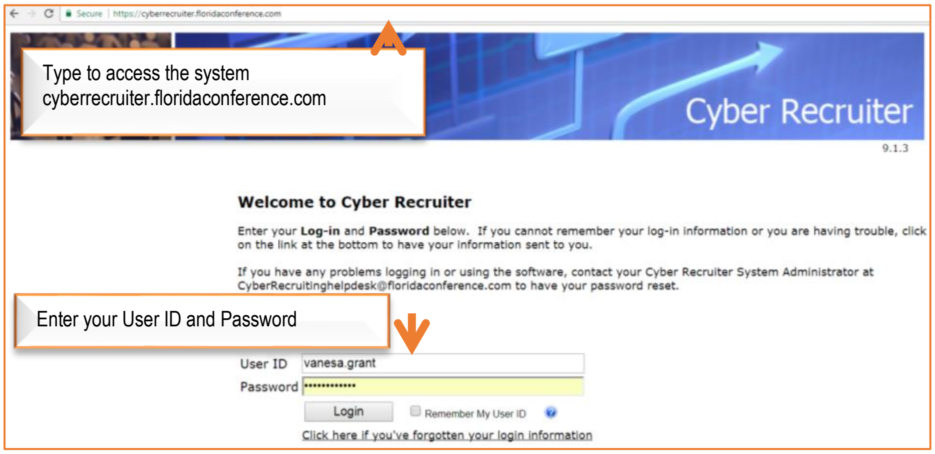
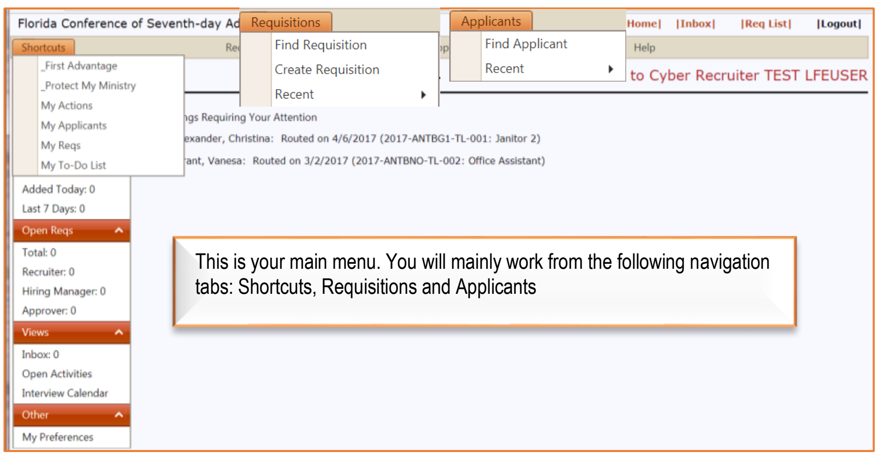
CYBER RECRUITER OVERVIEW

LOGIN



HOME PAGE



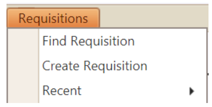
ICONS TO USE

Action	Icon	Location
Save		In the header, the right-most icon on the page to save or continue the process.
Cancel		In the header, the icon immediately left of the save icon. This icon does not display if the page can only be saved – for example the Inbox setup page.
Print		In the header, the left-most icon on the page to print. This icon does not display if the page does not have a report available.
Copy		This icon allows the user to copy the item listed.
Add New Record		In some areas of admin (such as creating drop down lists) this icon is used for adding new records. In others a link reading "Add New Record" next to a plus sign will appear for that purpose at the top left of the table.
Delete		This icon, to the right of the record, is used to delete the row/record.
Edit		This icon is used for editing. Usually, it appears to the left of a row/record that users may edit, but also appears to the right, especially in Admin> Website for editing pages and instructions.

REQUISITIONS: JOB OPENINGS

CREATE REQUISITION

1- Go to Requisitions> Create Requisition



2- Select Use Requisition Template. Click Continue.

Note: if you have a requisition already created, you may copy an existing requisition.

Complete the requisition information

1- Reason to Open: Select "New position or Replacement". If it is a replacement, you need to add the name of the person being replaced.
2- Preferred Start Date: Starting day needs to be the 16th when possible.
3- Enter Location: type the first letter of your location. Select.
4- Full Time/Part Time (Job classification): select RFT, LHT, LPT.
5- Click continue to complete the next screen. You will click "continue" after each page if complete.

No do edit any other fields. There are already set up for you in the template.

Note for Churches: All Bible Worker positions are handled as new position. ADCOM's approval is needed before opening the requisition, in addition to the commitments and board minutes.

Job Description

This job description may be modified according to your specific job needs but it should be similar to the template's specifications.

1- Scroll down to see skills, Education and Job responsibilities.
2- If it is significantly different please contact HR and we will create a new template.
3- When completed click Continue.

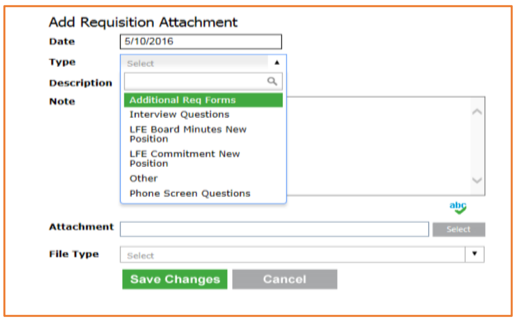
Requisition Questions

1- Add questions for the applicant to answer from existing list.
2- Contact HR if you would like to add position specific questions.
3- Click Continue.

Attachments

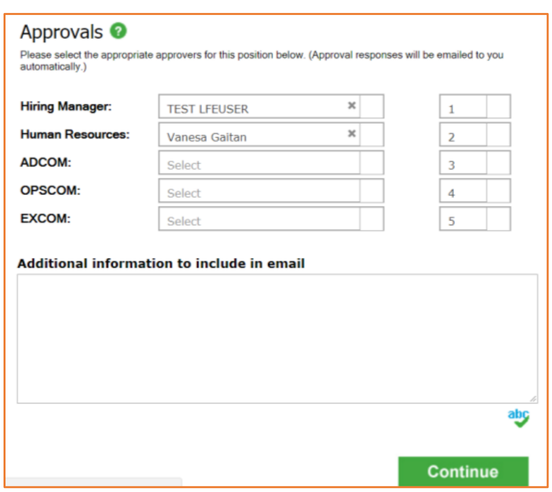
You need to complete Commitment form from the website and have the board minutes ready when **creating a new position.**

1- Click Add new record. It will open the following screen. Select LFE Board Minutes
2- Browse your computer and select the files to be attached.
3- Select extension (.pdf, .docx, .xls etc.).
4- Click save – repeat for each file to be attached.
5- Click continue.



Approvals

1- Select your user name for the Hiring Manager field.
2- HR Approver set to Vanesa Gaitan.
3- Click Continue.

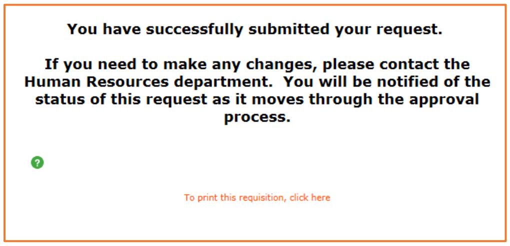


Confirmation Screen

1- Review Requisition for accuracy. This is the Hiring Manager view.
2- The top section will not show on the Requisition in the Career Site.

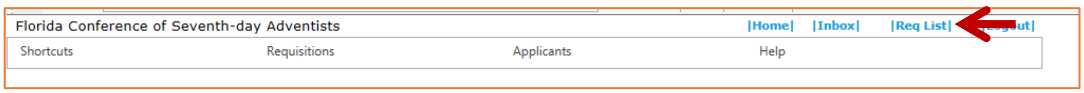
IMPORTANT:

Close this tab on your browser. Cyber Recruiter page should still be open.



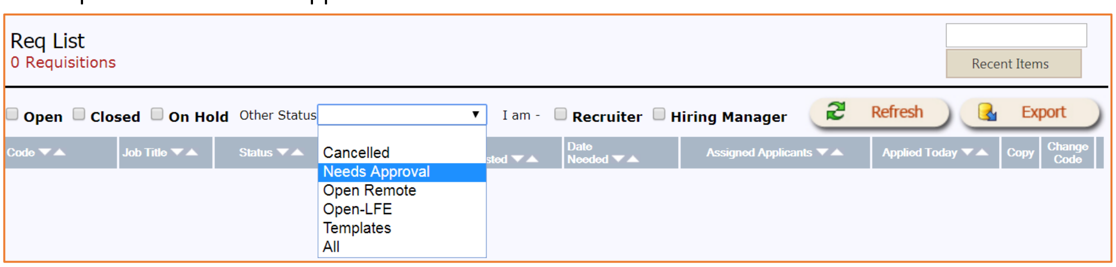
FINDING YOUR REQUISITIONS

1- In your Cyber Recruiter page Click on the Req. List. It will take you to the Req. List menu.



HOW TO VIEW/EDIT A REQUISITION: MANAGER VIEW

1- From the Req. List menu, select Other Status.
2- The new Requisition will be under the option "Needs Approval".
3- Select and click refresh.
4- All requisitions in need of approval will be listed.



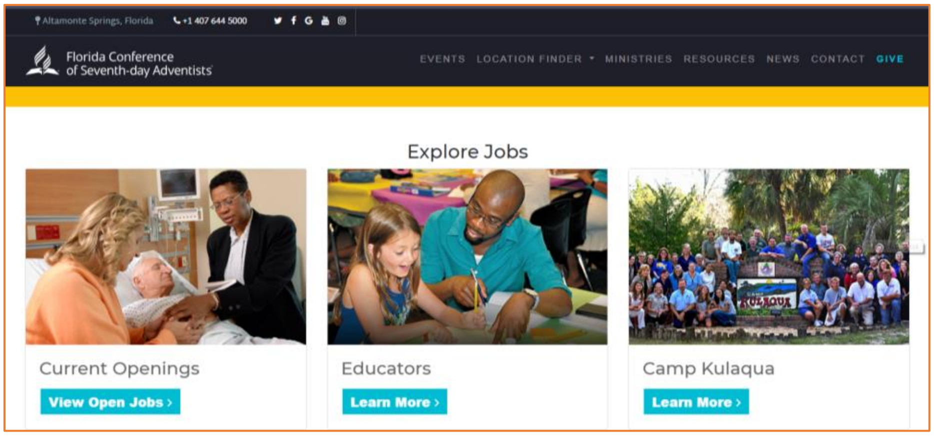
5- Select your requisition from the listing.
6- Once you click on the requisition, the Requisition File will open.
7- From the Requisition File you will able to edit the requisition's information.
8- HR will approve your requisition and publish it on the Career site. **No editing once open.**

APPLICATION PROCESS: APPLICANT VIEW

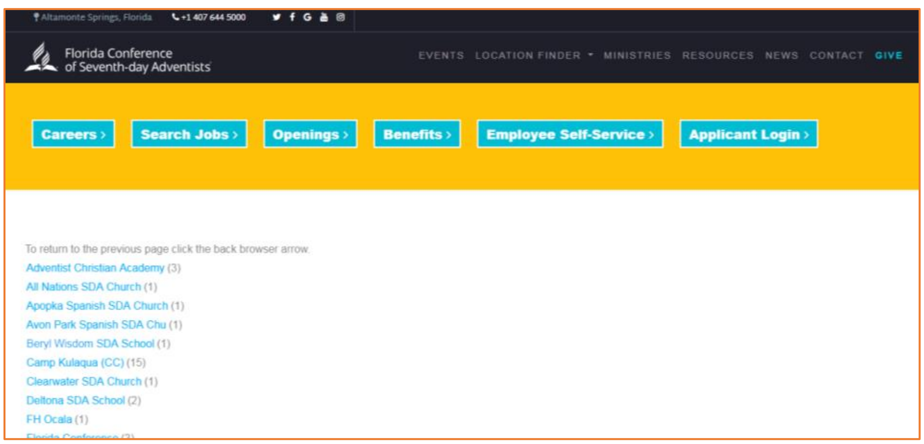
HOW TO APPLY: NEW APPLICANTS

1- Go to “careers.floridacongerence.com”.

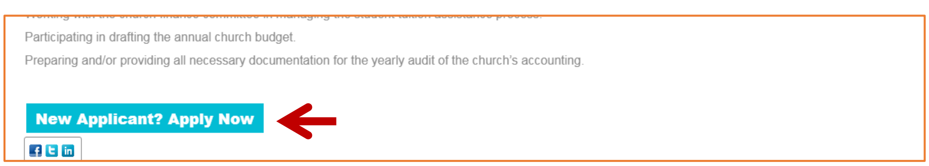
2- Click the “CURRENT OPENINGS” link.



3- Select the location to see the job posting.



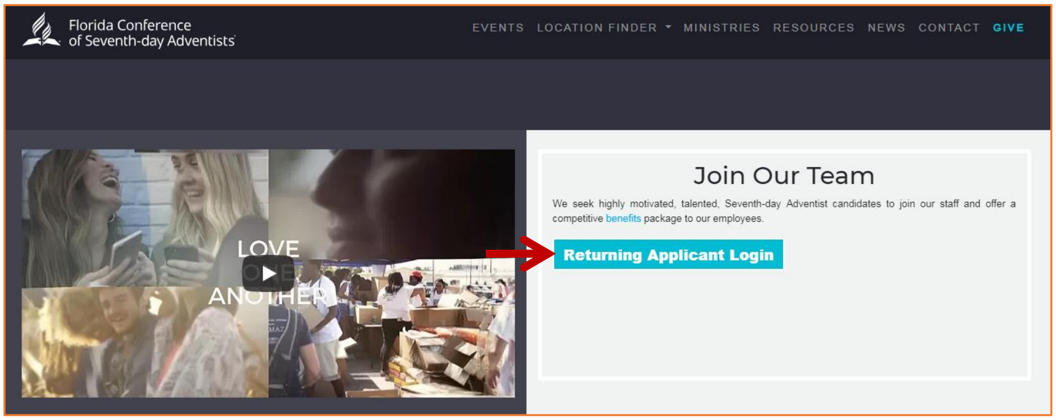
4- Once you select the job opening, you will see the job description for that position. If you are a new applicant, you will scroll all the way down to find the “New Applicant? Apply Now” button.



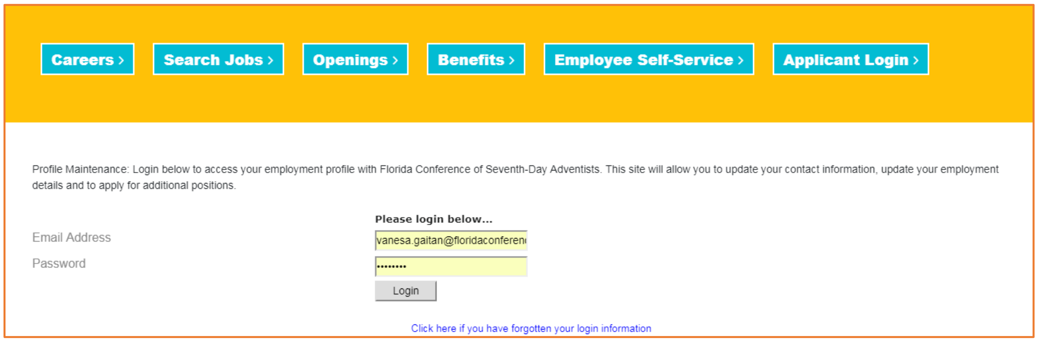
5- When the application is completed, you will receive an email confirmation with a login ID and password for your Applicant Self Service Center account.

HOW TO APPLY: RETURNING APPLICANT

1- Click on the "Returning Applicant Login".



2- You will use your email address as LoginID and password to access your account.

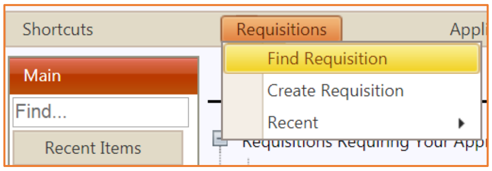


3- Select the job opening you would like to apply for and click "next" in each page of the applicantion. This is the time to edit your personal information if needed, otherwise, you will click "next" until you reach the confirmatin page.

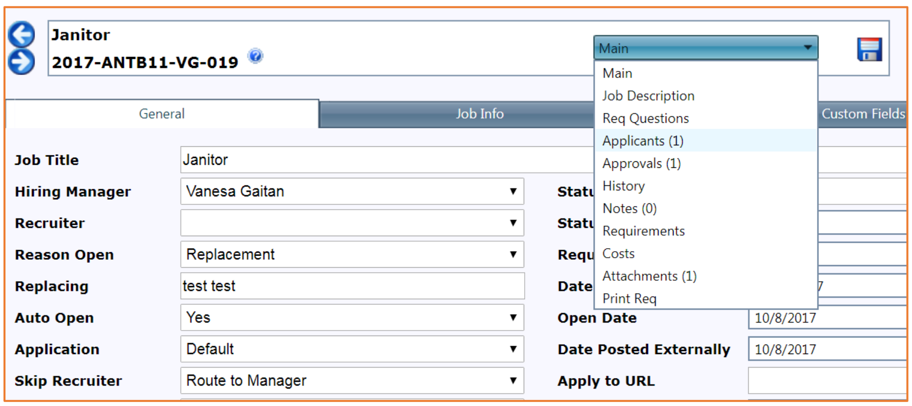
HOW TO MANAGE APPLICANTS: FINDING APPLICANTS

BY REQUISITIONS

1- Click on Find Requisitions, or select Recent from the Requisition link.

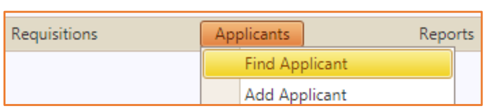


2- Once your requisition is open, select the "Applicants" page from the dropdown menu located by the requisition name.

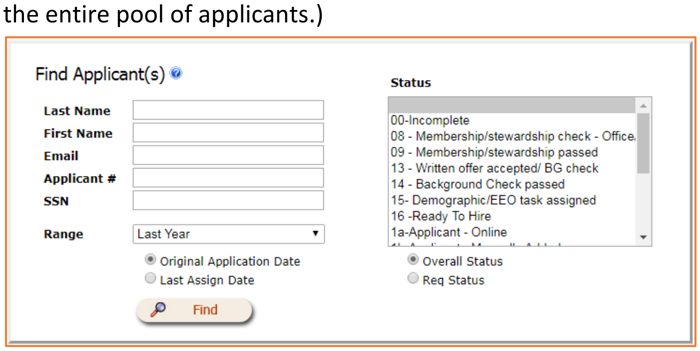


BY APPLICANTS

1- Click on Find Applicant, or select Recent from the Applicants link.



2- Applicants can be searched for by as many or as few of the fields as desired. (Leaving all fields empty will show the entire pool of applicants.)



3- Update the Range of your search if needed.

MOVING YOUR APPLICANT THROUGH THE HIRINING PROCESS

- **Status 02** – Status change automatically when the candidate completes an application.
- **Status 04**- In this step the hiring manager checks references listed in the application.
- **Status 05**- Cyber will allow you to schedule an interview. Please see instructions (p.15).
- **Status 06-07**: Once you selected the applicant, you need to update the status to Membership/Stewardship check-Office/School. This will request HR to do the check. Once HR completes this check, they will update status to 07.
- **Status 08**- At this point you may extend a Verbal Offer. Please update to this status when you do so.
- **Status 09**- When creating a written offer letter, you will update the status to 09. Please see instructions on how to create an offer letter (p. 17). Assign the EEO Task (Instruction p.20).
- **Status 10**- The status will change AUTOMATITCLY to Written Offer accepted/BGcheck, when the applicant accepts the offer letter.
- **Status 11**- **Church**: HR will run background check using the forms provided by the applicant. HR will update the status to 11 when background check is complete. **School**: you run their own background check. You need to update status to 10 when the check is complete.
- **Status 12**- Once you have membership/stewardship check, written offer extended and accepted, EEO information, and background check done, you may update the status to Ready to Hire, updating the save date as the first day of work according to the offer letter.

LIST OF STATUS

Your applicant will go through these statuses to get them ready for HR Actions (onboarding):

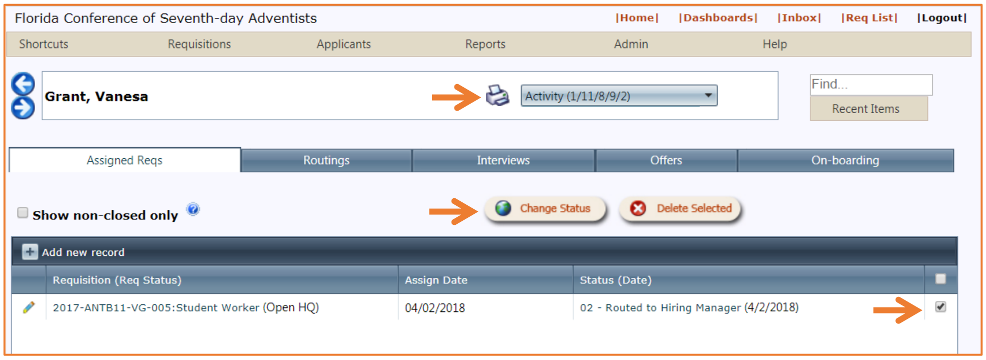
Status Sequence

00-Incomplete
02- Routed to Hiring Manager
02a-Routed to Principal
02b-Routed to other open position
03- Ready for Screening
03a- Second phone screening
03b- Supervisor contacted
04- Screening complete/reference check
04a- Reference check complete
05- Interview Scheduled
05a- Interview completed
06- Membership/Stewardship check - Office/School
06a- Membership/Stewardship check - church
06b- Membership/Stewardship C. Kulaqua
07- Membership/ Stewardship passed
07a- Membership passed/ stewardship contingency
07b- Membership Stewardship failed
08- Verbal Offer accepted
08A- Verbal offer accepted/ Request offer letter
09- Written offer extended
10- Written offer accepted/ BG Check
10a- Written offer accepted/BG check/ LFESchoolECC
11- Background check passed
11a- Background check alert-cleared
11b-Background check pending
12-Ready to Hire

HOW TO UPDATE STATUS

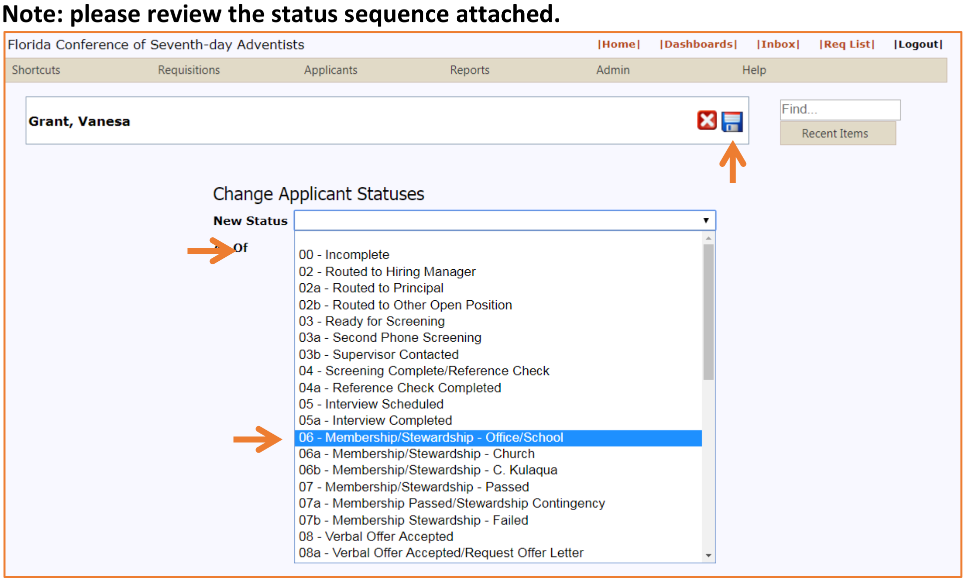
Every time you perform a step in the process, you will need to update the applicant's status.

1- From the applicant file, select the "Activity" page.
2- In the "Assigned Reqs" tab, select the check box next to the requisition in use.
3- Click "Change Status".



4- Click the "New Status" field and select the new status from the drop down menu.
5- Click the Save icon to save changes.

Note: please review the status sequence attached.

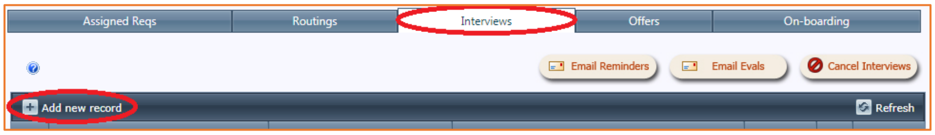


SCREENING AND REFERENCE CHECK

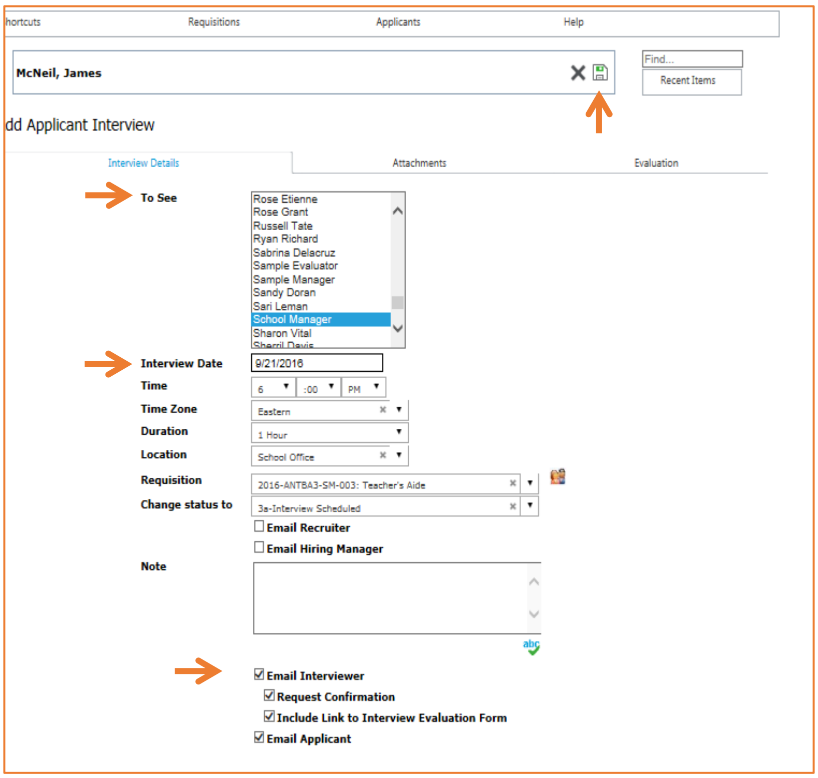
1- Once you selected an applicant, you will perform a phone screening. It will take the form of a phone interview. Also, you will contact the references the applicant provided in the application. Once done, you will update the status and notes if needed.

SCHEDULING INTERVIEW

1- From the applicant file, select the “Activity” page.
2- In the “Interviews” tab, click “Add new record”.

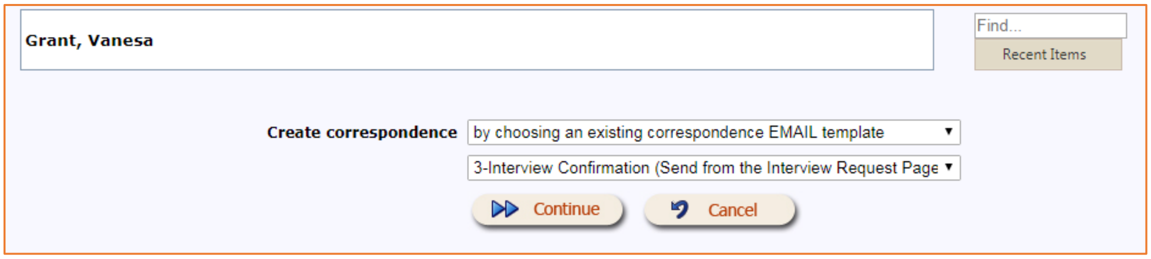


3- Select who the applicant will see in the “To See” section.
4- Input the date, time, duration, and location of the interview in the “Interview Date”, “Time”, “Duration”, and “Location” sections.
5- Select the requisition the interview is for in the “Requisition” section.
6- Keep all items checked at the bottom of the page. (An e-mail will be sent to all parties.)
7- Click the save icon to add the record and schedule the interview.
8- An invitation will be sent to the parties involved to accept or deny the interview



SENDING INTERVIEW CONFIRMATION

1- From the applicant file, select the “Correspondence” page.
2- Click “Add new record”.
3- In the first drop down menu, select “by choosing an existing correspondence EMAIL template”.
4- In the second drop down menu, select “3-Interview Confirmation (Send from the Interview Request Page)”. Click “Continue”.



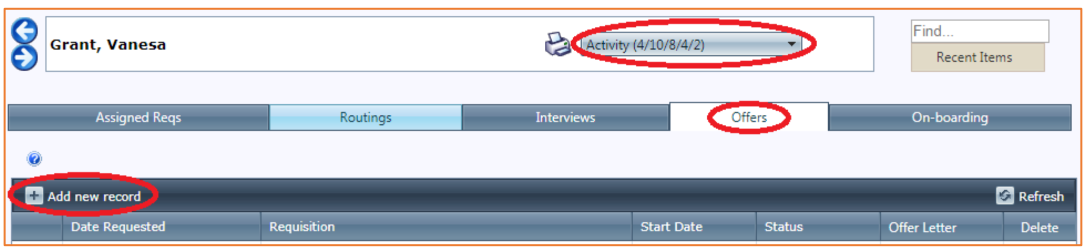
5- Review the email then click the save icon to send.

MAKING A VERBAL OFFER

After completing the interview, the hiring manager will need to contact the candidate and give a verbal offer for the position. Once this type of offer has been accepted, the hiring manager will update the applicant status and get ready to create a written offer letter.

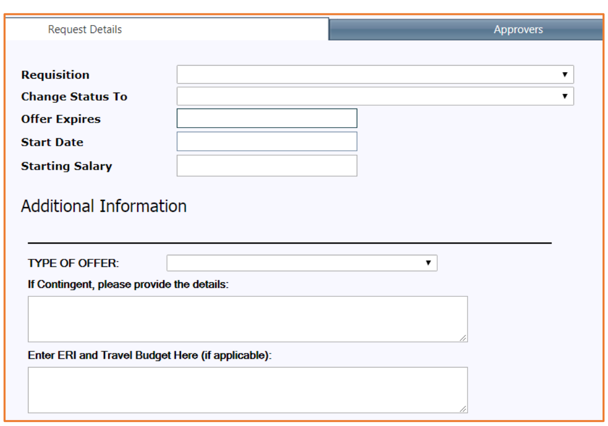
SENDING OFFER LETTER

1- From the applicant file, select the activity page.
2- Click “Offers” tab.
3- Click “Add new record”.

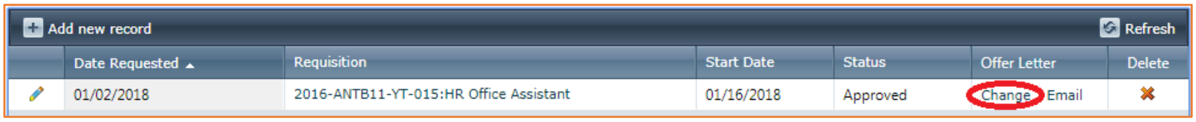


4- Select the requisition of the position that is being offered.
5- Change the status to “Written offer extended”.
6- Choose the expiration date for the offer and the position’s start date.
7- Input the starting salary (the amount to be paid per hour without the ‘$’ symbol).
8- Select “Contingent” as the type of offer and type “Background check report” in the details section.

Click the save icon to save the offer details.



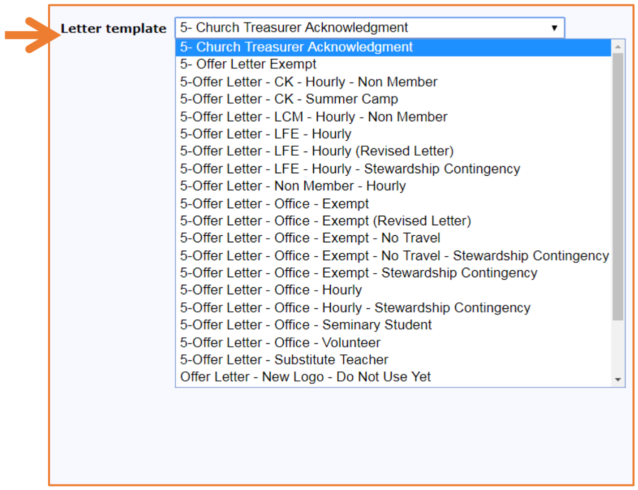
9- From the Applicant file, Activity page, Offers tab, a New offer record has been created. Under the “Offer Letter” column, click “Change” in the new offer record.



Add new record | Refresh

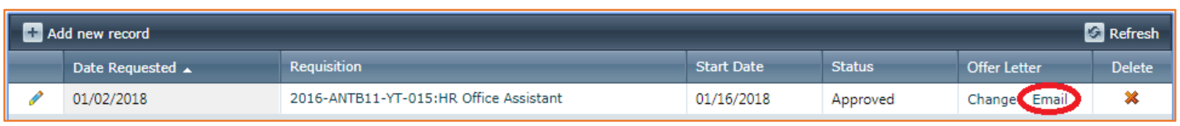
	Date Requested	Requisition	Start Date	Status	Offer Letter	Delete
	01/02/2018	2016-ANTB11-YT-015:HR Office Assistant	01/16/2018	Approved	Change Email	

10- Select the letter template appropriate to the requisition and applicant. Then click “Continue”.



11- Review the letter then click the save icon.

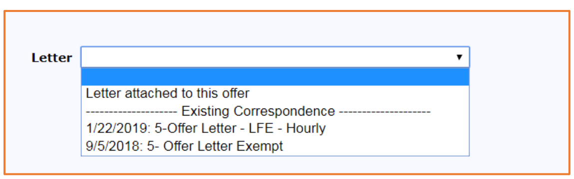
12- Return to the applicant file, activity page, offers tab. Under the “Offer Letter” column, click “Email” in the new offer record.



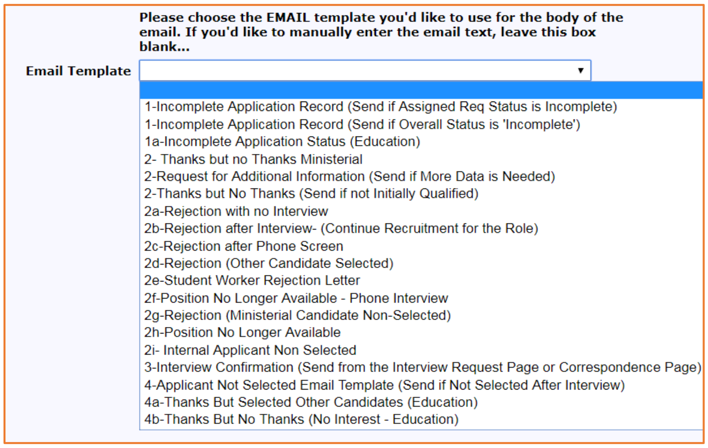
Add new record | Refresh

	Date Requested	Requisition	Start Date	Status	Offer Letter	Delete
	01/02/2018	2016-ANTB11-YT-015:HR Office Assistant	01/16/2018	Approved	Change Email	

13- Select the letter created in the previous step. Click “continue”.



Select an email template appropriate to the requisition and applicant. Then click “Preview”.


Please choose the EMAIL template you'd like to use for the body of the email. If you'd like to manually enter the email text, leave this box blank...

Email Template

1-Incomplete Application Record (Send if Assigned Req Status is Incomplete)
1-Incomplete Application Record (Send if Overall Status is 'Incomplete')
1a-Incomplete Application Status (Education)
2- Thanks but no Thanks Ministerial
2-Request for Additional Information (Send if More Data is Needed)
2-Thanks but No Thanks (Send if not Initially Qualified)
2a-Rejection with no Interview
2b-Rejection after Interview- (Continue Recruitment for the Role)
2c-Rejection after Phone Screen
2d-Rejection (Other Candidate Selected)
2e-Student Worker Rejection Letter
2f-Position No Longer Available - Phone Interview
2g-Rejection (Ministerial Candidate Non-Selected)
2h-Position No Longer Available
2i- Internal Applicant Non Selected
3-Interview Confirmation (Send from the Interview Request Page or Correspondence Page)
4-Applicant Not Selected Email Template (Send if Not Selected After Interview)
4a-Thanks But Selected Other Candidates (Education)
4b-Thanks But No Thanks (No Interest - Education)

14- If the applicant has more than one offer letter for this position, the system will ask which letter to merge in the email. Check the dates and select the one you need. Your screen will look similar to the example:


This applicant has more than one offer recorded for this position. Which offer should be used to merge into this email?

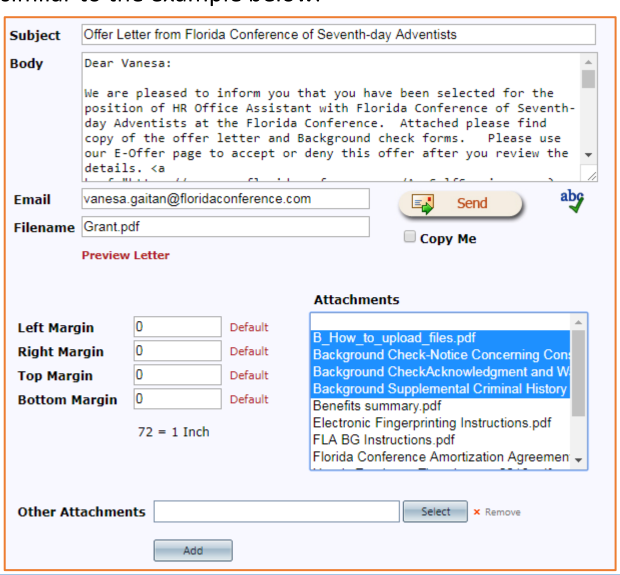
Offer Requisition Code	Title	Start Date	Request Date
2016-ANTB11-YT-015	HR Office Assistant	1/16/2018	1/2/2018
2017-ANTB11-VG-019	Janitor	2/26/2018	1/31/2018
2016-ANTB11-YT-015	HR Office Assistant	2/2/2018	2/2/2018
2017-ANTB11-VG-019	Janitor	2/28/2018	2/20/2018
2017-ANTB11-VG-019	Janitor	2/28/2018	2/23/2018

15- Review the email; attach any necessary files by selecting them in the “Attachments” section.

16- Preview offer letter and click “Send”.

17- If the conference is to perform the background check, select the first four attachments by clicking the first attachment, pressing and holding the “Shift” key, and then clicking the fourth attachment. (The first four attachments should now be highlighted)

18- The “Copy Me” check box will send a copy of the email to the Cyber Recruiter User. Your screen should look similar to the example below.


Subject: Offer Letter from Florida Conference of Seventh-day Adventists

Body: Dear Vanesa:

We are pleased to inform you that you have been selected for the position of HR Office Assistant with Florida Conference of Seventh-day Adventists at the Florida Conference. Attached please find copy of the offer letter and Background check forms. Please use our E-Offer page to accept or deny this offer after you review the details. <a

Email: vanesa.gaitan@floridaconference.com

Send

Filename: Grant.pdf

Copy Me

Preview Letter

Attachments

Left Margin: 0 Default
Right Margin: 0 Default
Top Margin: 0 Default
Bottom Margin: 0 Default

72 = 1 Inch

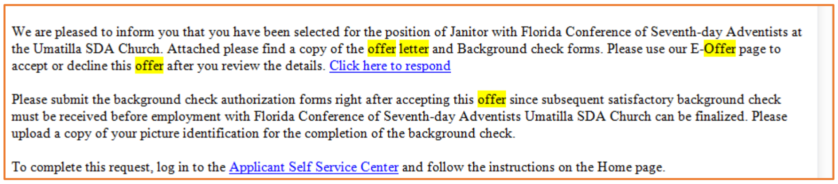
B_How_to_upload_files.pdf
Background Check-Notice Concerning Con
Background CheckAcknowledgment and W
Background Supplemental Criminal History
Benefits summary.pdf
Electronic Fingerprinting Instructions.pdf
FLA BG Instructions.pdf
Florida Conference Amortization Agreemen

Other Attachments Select × Remove

Add

ACCEPTING THE OFFER

The candidate will receive an email with the written offer letter attached, together with background check forms (except schools). By clicking the link provided, the applicant will accept or deny the offer.

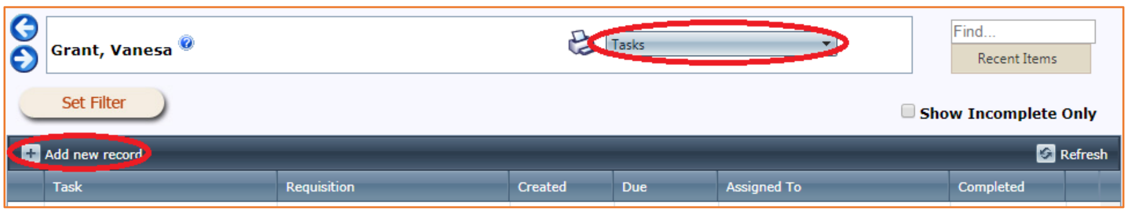

We are pleased to inform you that you have been selected for the position of Janitor with Florida Conference of Seventh-day Adventists at the Umatilla SDA Church. Attached please find a copy of the offer letter and Background check forms. Please use our E-Offer page to accept or decline this offer after you review the details. Click here to respond

Please submit the background check authorization forms right after accepting this offer since subsequent satisfactory background check must be received before employment with Florida Conference of Seventh-day Adventists Umatilla SDA Church can be finalized. Please upload a copy of your picture identification for the completion of the background check.

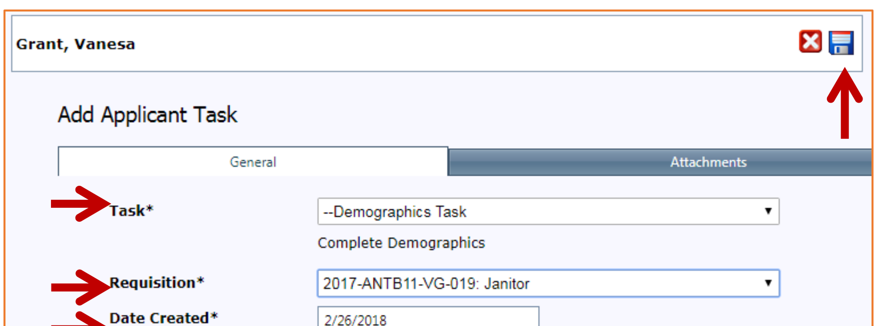
To complete this request, log in to the Applicant Self Service Center and follow the instructions on the Home page.

ASSIGNING DEMOGRAPHICS AND EEO

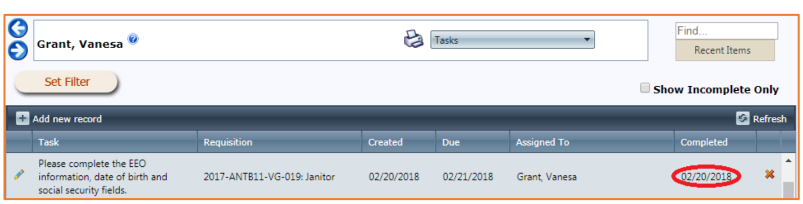
1- Right after sending the Offer Letter, please assign a Demographic task.
2- From the applicant file, select the tasks page.
3- Click “Add new record”.



4- Select “Demographics Task” as the task.
5- Select the requisition for which the applicant has applied.
6- Select the date that the task is being assigned as the “Date Created”. (This field should automatically be filled)
7- Click the save icon to assign and send the task.

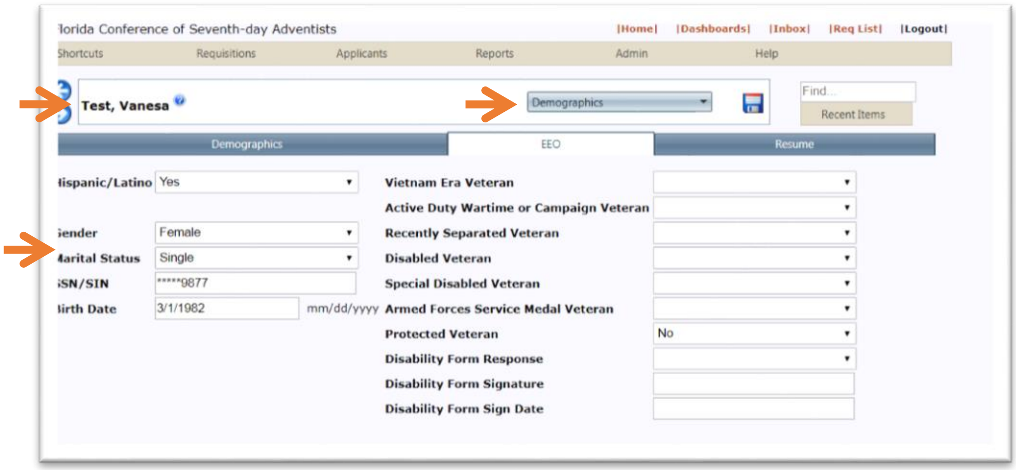


8- A new record will appear in the “Tasks” page of the applicant file.
9- Once the applicant has completed the demographics task, a notification will be emailed to the hiring manager.
10- Upon receiving the notification, the task will be marked as completed with the date of completion.



CHECK FOR COMPLETION OF DEMOGRAPHICS

Another way to check if the task was complete is going to the applicant file, Demographic page, and the tab EEO. IF the information is complete, you may move to the next step.



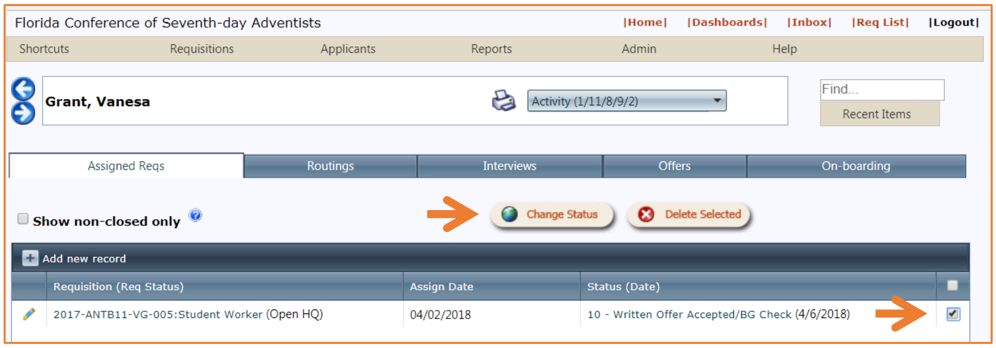
BACKGROUND CHECK

At this time, the candidate has been asked to submit the background check forms signed and copy of DL (front and back). Once the HR Office receives these attachments, they will run the background check and update the status to Background check passed according depending on the results.

READY TO HIRE STATUS

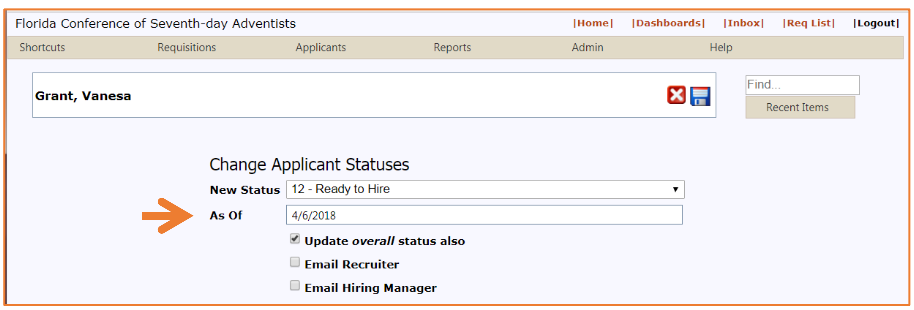
1. Once the Demographics and EEO task, background check, and acceptance of offer letter have been completed, change the applicant status to “Ready To Hire”.

2. From the “Activity” page of the applicant file, select the checkbox of the appropriate requisition, click “Change Status”, selecting “Ready To Hire” as the new status.



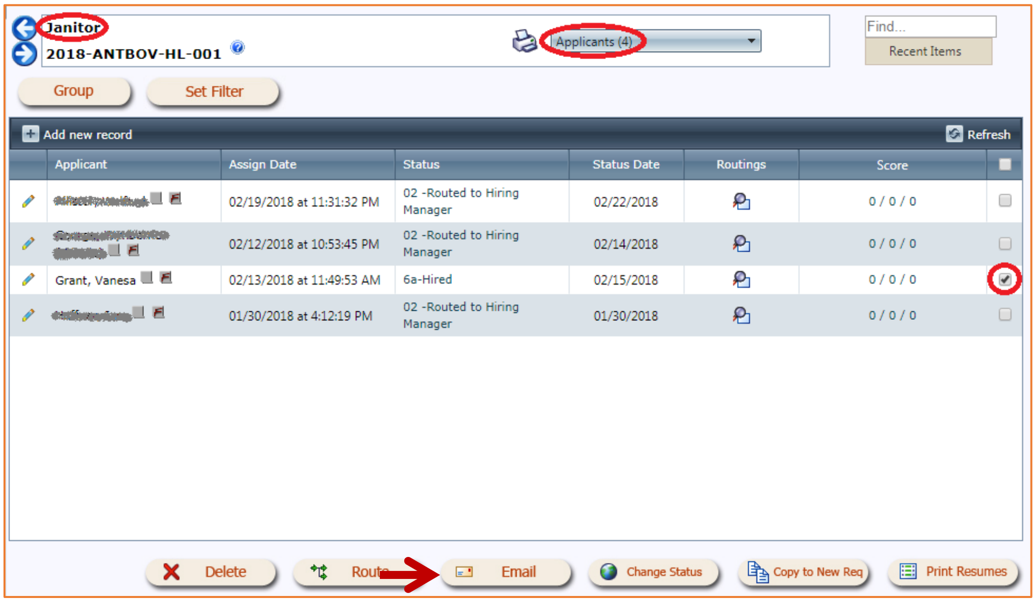
3. **The day of the status must be changed to the hired date stated in the offer letter.**

4. Click the save icon.

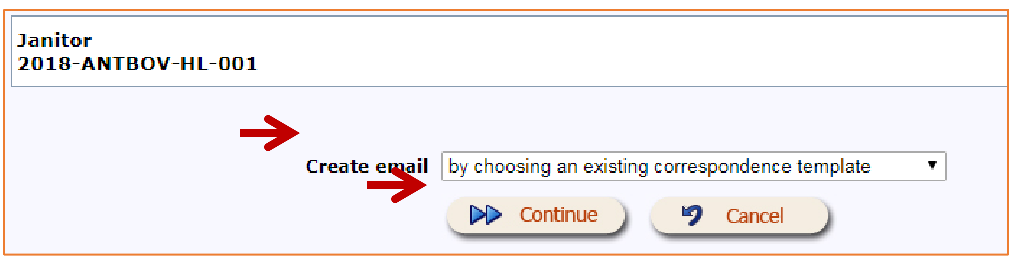


SENDING REJECTION LETTER

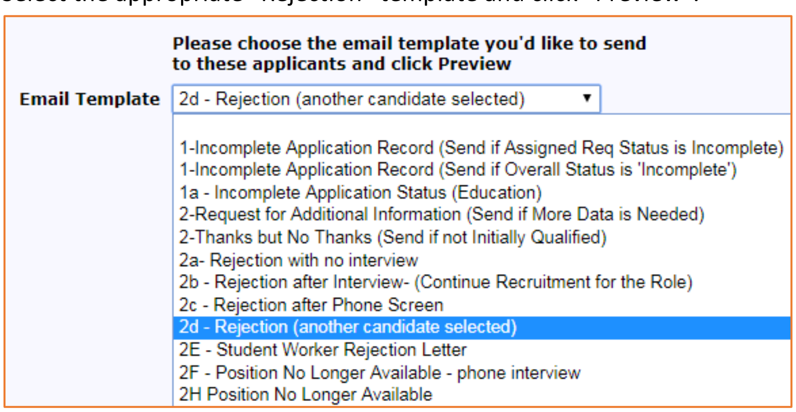
1- Find the requisition and select the “Applicants” page.
2- Select the checkbox of all applicants that are to receive a rejection letter.
3- Click “Email” at the bottom of the page.



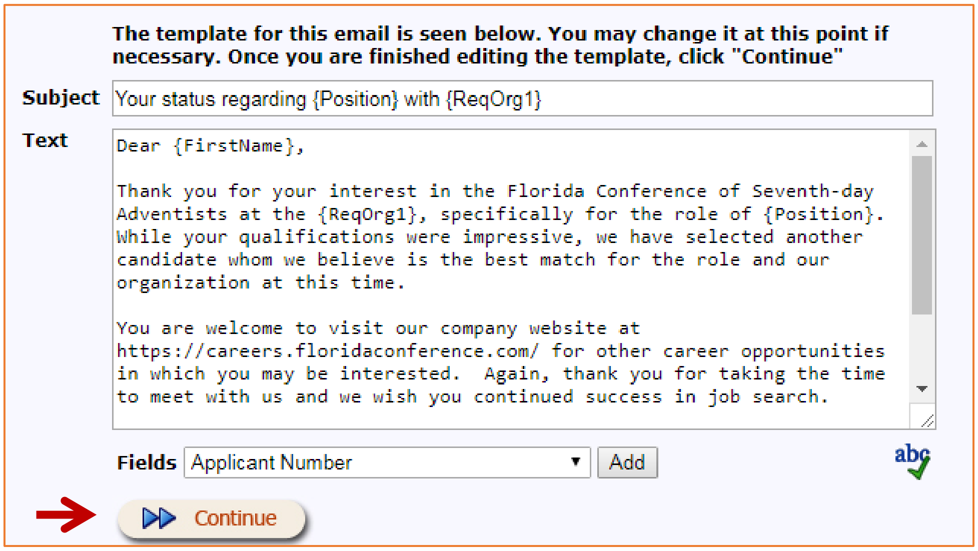
4- Select “by choosing an existing correspondence template” and click continue.



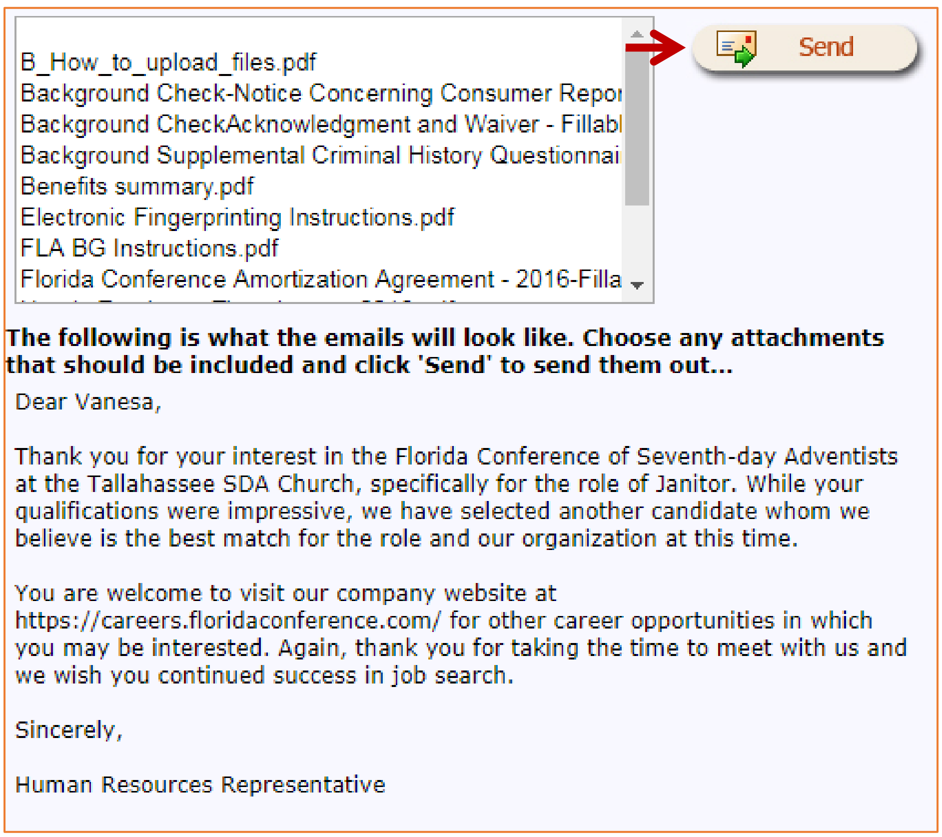
5- Select the appropriate “Rejection” template and click “Preview”.



6- Ensure the template is the appropriate choice and make changes as necessary, then click “Continue”.

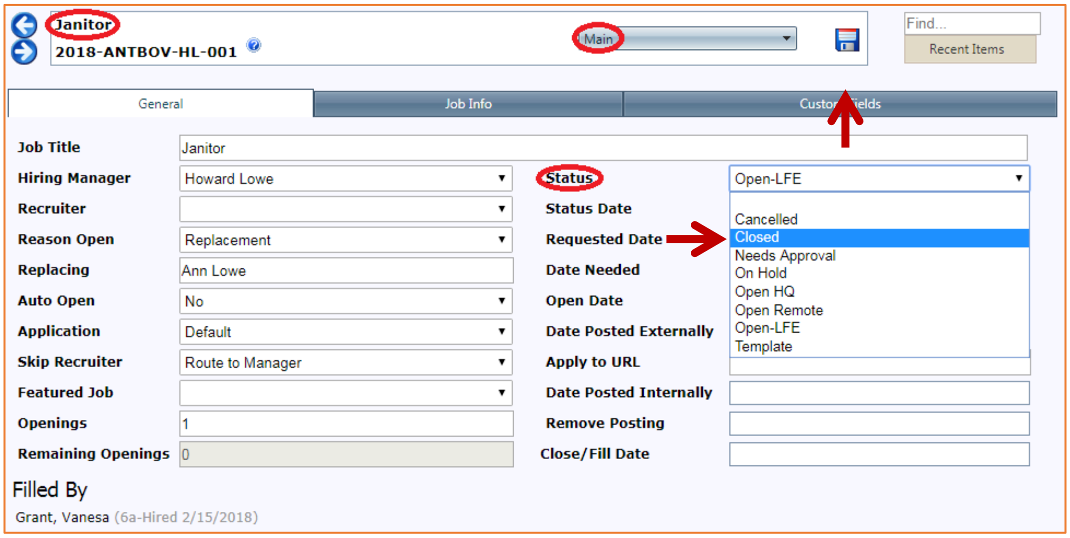


7- A sample of the email will be shown for each candidate selected. Click “Send” to send the email.



CLOSING REQUISITION

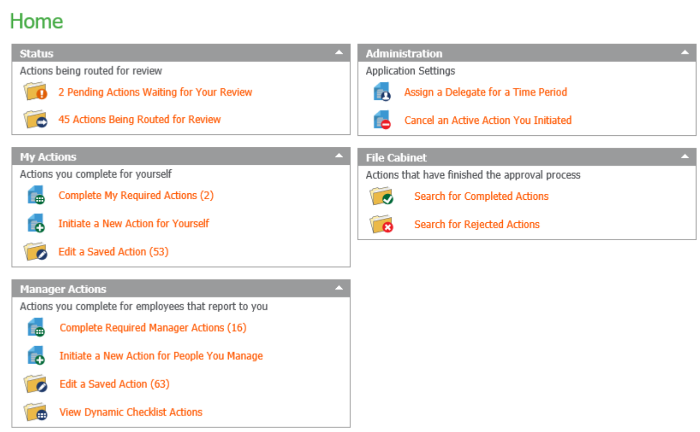
1- Find the requisition, select the “Main” page, select “Closed” as the status, and click the save icon.



HR ACTIONS OVERVIEW

1- HR Actions is accessed by logging in into your ESS account: https://ess.floridaconference.com/selfservice/
2- Click the HR Actions link, to the left under My Menu section, the page will look something like this:

Note: these options will appear and disappear based on whether there is data in them.



STATUS

Pending Actions Waiting for Your Review – shows actions requiring your approval.
Actions Being Routed for Review – shows the status of actions that you initiated or are involved in approving.

MY ACTIONS

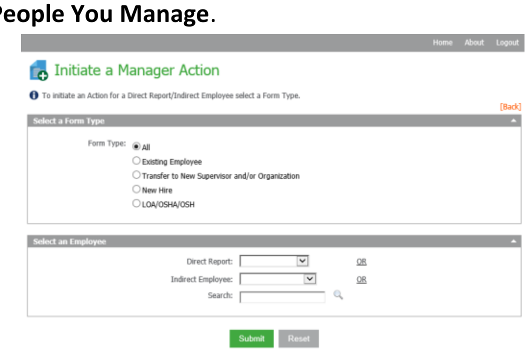
Here you can submit an action for yourself. However, we recommend that you use the "My Actions" link instead (this will show the same list as "Complete My Required Actions").

1- To initiate a new Action, click on **Initiate a New Action on Yourself**.
2- Select the appropriate form and click Submit. Proceed to fill out the form and submit the Action.

MANAGER ACTIONS

If you are designated as an employee's Primary Supervisor in SAGE HRMS, you will see the Manager Actions Box.

1- To initiate a new Action, click on **Initiate a New Action for People You Manage**.
2- Select New Hire for new employees. The other options will show you the list of employees under your supervision.
3- Select the appropriate form and click Submit. Proceed to fill out the form and submit the Action.



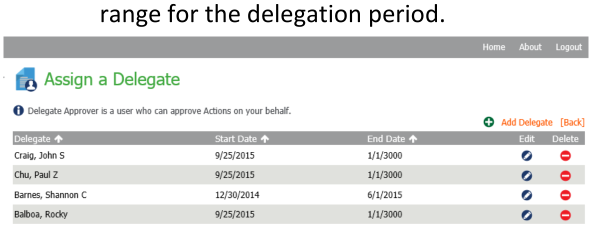
View Dynamic Checklist Actions – Shows actions that your direct reports have in their "My Actions" link

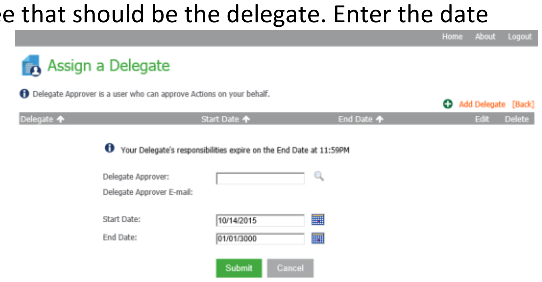
ADMINISTRATION

ASSIGNING A DELEGATE FOR A TIME PERIOD

When an approver is going to be away from work for vacation, etc., they may assign another employee as their delegate. Delegates can only approve Actions. They cannot initiate actions.

1- The page will display a list of all delegation records, past, present, and future.
2- To add a Delegate Approver, Click on the Add Delegate hyperlink.
3- Click the **Find Employee** icon and search for the employee that should be the delegate. Enter the date range for the delegation period.

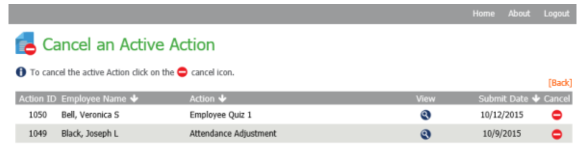




CANCEL AN ACTIVE ACTION YOU INITIATED

You can take back an action you initiated as long as it has not been completed. Canceling an Action will make the Actions disappear as though it had never been initiated and will not appear anywhere in the system.

1- Click on the link to show a list of actions you may cancel
2- Click on the symbol by each action you wish to cancel.



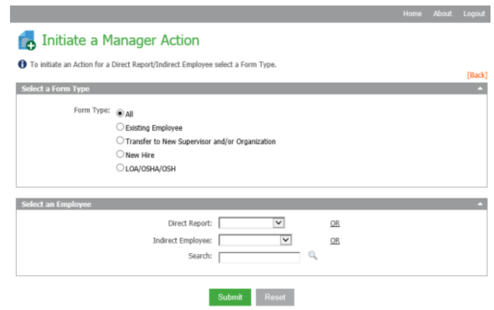
FILE CABINET

Search for Completed Actions – Shows your completed actions and all actions for employees who currently report to you or to your direct reports (skip levels). This includes Actions from before the employee reported to you.
Search for Rejected Actions – Shows Actions that were not approved or were returned to you. Only actions that you have either initiated or were in the approval sequence for will be displayed under Rejected Actions.

STARTING THE ONBOARDING PROCESS

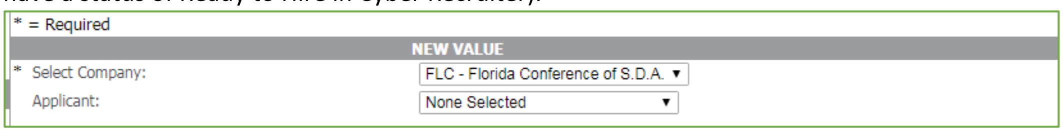
When you have completed the process with the applicants in Cyber Recruiter, you will need complete a New Hire or Rehire form in HR Actions to begin the onboarding process.

Note: If the Applicant has ever worked for Florida Conference before or are currently working for Florida Conference, Skip ahead to the Rehire/Secondary Position Request Form

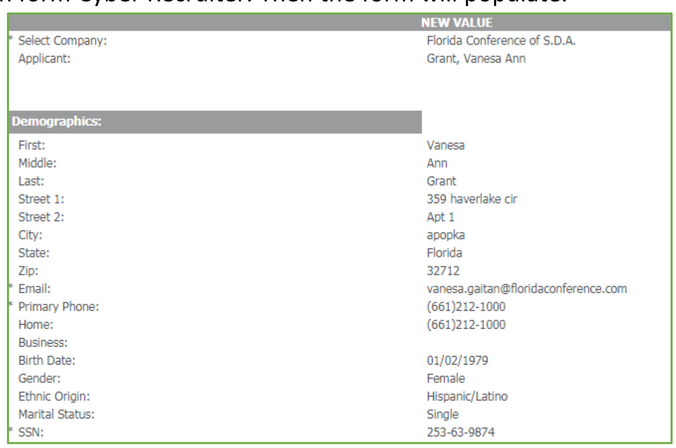


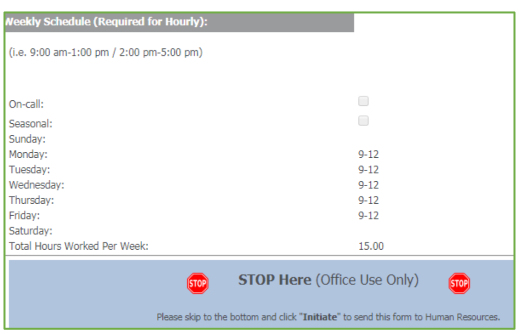
NEW HIRE FORM

1. Click **Initiate a New Action for people you manage**.
2. Click on the radio bubble next to New Hire.
3. Select New Hire from the drop-down list of Actions.
4. Click on Submit.
5. Select the applicant from the drop-down list (they must have a status of Ready to Hire in Cyber Recruiter).

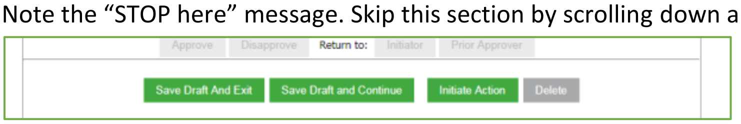


6. It will take a few seconds to pull the information form Cyber Recruiter. Then the form will populate. NOTE: if you get an error saying this person already exists and the form did not populate, scroll down, click delete and skip ahead to Rehire/Secondary Position Request Form.
7. Verify the Demographics and Job info.
   a. If there is any incorrect information, scroll to the bottom and click **Delete**.
   b. Fix the problem in Cyber Recruiter and go back to step 1 for this form.
8. Complete the weekly schedule for Hourly employees.





9. Note the “STOP here” message. Skip this section by scrolling down and click Initiate.



This will send the new hire request to the office for approval. Once approved, the new employee will receive an email instructing them to create an ESS account and complete the onboarding paperwork.Please ensure that your new employee completes the forms in a timely manner, they do expire.

REHIRE/SECONDARY POSITION REQUEST FORM

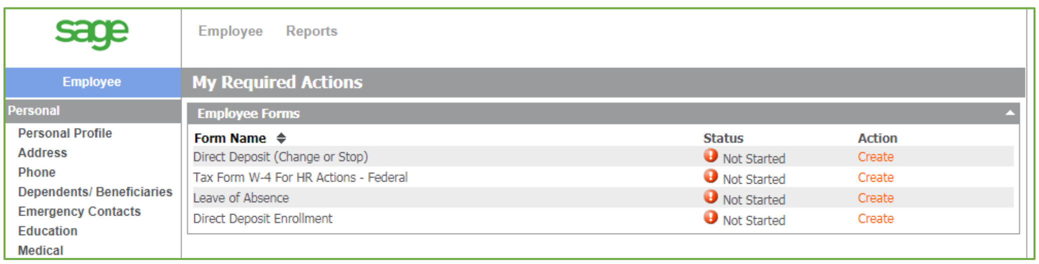
You will need to use this form if the Applicant has ever worked for Florida Conference before or are currently working for Florida Conference. The New Hire form will generate an error if the applicant has worked for us before.

1. Click **Initiate a New Action for people you manage**.
2. Click on the radio bubble next to New Hire.
3. Select Rehire/Secondary Position Request Form from the drop-down list of Actions.
4. Click on Submit.
5. Select the applicant from the drop-down list (they must have a status of Ready to Hire in Cyber Recruiter).
6. Complete all of the fields (note that no information is pre-populated)
7. Scroll to the bottom and click **Initiate Action**

APPLICANT ONBOARDING FORMS

The applicant must complete several forms before they are hired. Please make sure they do each form before the deadline. The applicant will receive an email with instructions on how to create and ESS account. Once the account is created, they will begin completing their onboarding forms. The instructions are here to help you guide them.

1. In your ESS Account, Click on “My Actions” in the menu on the left side.
2. Click on Create next to each form to begin filling out that form.



3. Complete each form as per the instructions on the form
    a. The I-9 must be completed no later than 1st day of your employment on your offer letter and you must bring your original documentation to your supervisor/HR Representative within 3 days.
    b. Complete the New Hire Final Checklist last.
    c. Click on **INITIATE ACTION** when you are finished with the form. Otherwise the form will not be summited.
4. **Your payroll will not be activated until all of the forms are completed.**
5. Each form will have a status next to it to indicate progress.
    i. Red Exclamation – You have not begun filling out this form
    ii. Notepad – You have started, but not finished filling out this form
    iii. Green Arrow – This form is going through the approval channels
    iv. Green Check – This form is completed and approved
6. Watch your email, if a mistake is found on any of the forms, it will be sent back to you.
    a. To correct any errors, return to “My Actions Items” in ESS
    b. The status will either be Not Started or Draft.
    c. If it is Draft, you can correct and re-submit the form.
    d. If it is Not Started, you will have to begin with a blank form
        i. Some errors cannot be corrected (either legally or technologically) and require a new form submission.

I-9 FORM- PAGE 1

1. Click on Create to start with your I-9 form.

* = Required, + = Not Blankable

	CURRENT VALUE	NEW VALUE
Section 1. Employee Information:		
SSN:		
+ First:		
Middle Initial:		
+ Last:		
Other Last Names Used (if any):		
+ Street 1:		
Street 2:		
Apartment Number:		
+ City:		
State:		
+ Zip:		
+ Birth Date:		
Home Phone:		
Email:		
+ Original Hire Date:		
+ Last Hire Date:		

Attestation:

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (select one of the following):

Work Authorization: US Citizen | None Specified

For a lawful permanent resident:
Check the box that indicates which number you are specifying (Alien Registration Number or USCIS Number) and provide only your Alien Registration Number/USCIS Number in the textbox provided. All other fields in this area will be populated with "N/A". If you check the Alien Registration Number checkbox, an "A-" will automatically be added to the beginning of the number you entered on the form below.

For aliens authorized to work:
Check the box that indicates which number you are specifying (Alien Registration Number or USCIS Number). Then, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance. For some aliens, this may be may be "N/A". See Instructions - Page 3 Item 4. Leave the Expiration Date field blank if "N/A". If you check the Alien Registration Number checkbox, an "A-" will automatically be added to the beginning of the number you entered on the form below.

I am providing my Alien Number:

I am providing my USCIS Number:

- Alien Registration Number/USCIS Number:
- Expiration Date:

OR

- Form I-94 Admission Number:

OR

- Foreign Passport Number:
- Country of Issuance:

Fill all fields in this section

Employee Certification:

Employee Certification (*To be completed and signed by the employee.*)

After you (the employee) have confirmed the accuracy of the information above, you must read the following statement. (Assistance in reading this is available, if required.)

I (employee) am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I understand that selecting "**Yes – Continue**" from the Employee Certification below will represent my signature acknowledging that I understand the statement above and that I confirm the accuracy of the information I have provided as indicated above."
I understand that the Form I-9 contains a disclosure and a consent which are usually provided in written form. I understand that I have the right to receive such disclosures and give my consent or authorization on paper instead of electronically.
I understand that any consent given here applies only to the electronic transactions related to this Form I-9, and that I can access the electronic records by contacting the employer. I further understand that I may request a paper copy of any consent or authorization I give electronically. I may receive such paper copies at no cost within the next 60 days by contacting the employer.

Please sign, certify and date this form:

Signature of Employee (type name):

Employee Cert: Continue | Pending

Employee Cert Date:

I did not use a preparer or translator to complete Section 1:

A preparer or translator assisted me in completing Section 1:

- How Many Preparers/Translators Used?:

You must sign (type name) under "Signature of Employee" and change "Pending" to "Continue"

Employees STOP Here

Please skip to the bottom and click "**Initiate**" to send this form to Human Resources.
To view the form before initiating, please scroll to the bottom of the form and click "**Save Draft and Continue**".
This will update section 1 on the Form I-9. Review the form and if everything is correct, please click "**Initiate HR Action**" to submit the form..

2. When you reach the "Employees STOP Here" message, scroll all the way down and click "Initiate Action".

Submit Instructions: You must click "**Initiate Action**" or this form will NOT be completed.

Save Draft And Exit | Save Draft and Continue | Initiate Action | Delete

Click "Initiate Action" at bottom of entire form

3. If you have any corrections to make, you will receive an email with directions on how to correct it.

MANAGER'S ONBOARDING RESPONSIBILITIES

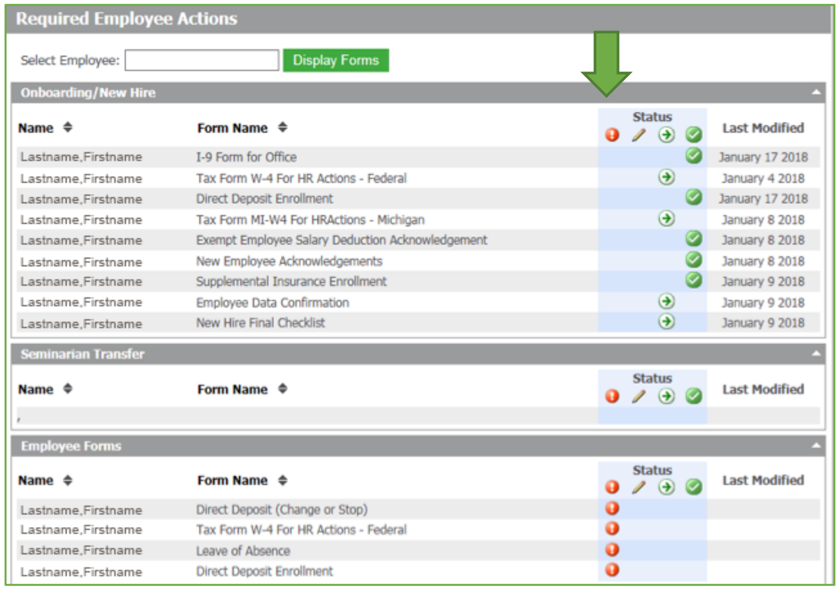
The manager has a few important responsibilities during the onboarding process. Please make sure that these are completed by the deadlines or the hiring process will have to be restarted at the offer letter stage. Many of these deadlines are a result of federal government employment law and cannot be flexed.

EMPLOYEE'S DYNAMIC CHECKLIST

Viewing your new employees' checklists is a great way to keep informed about their progress.

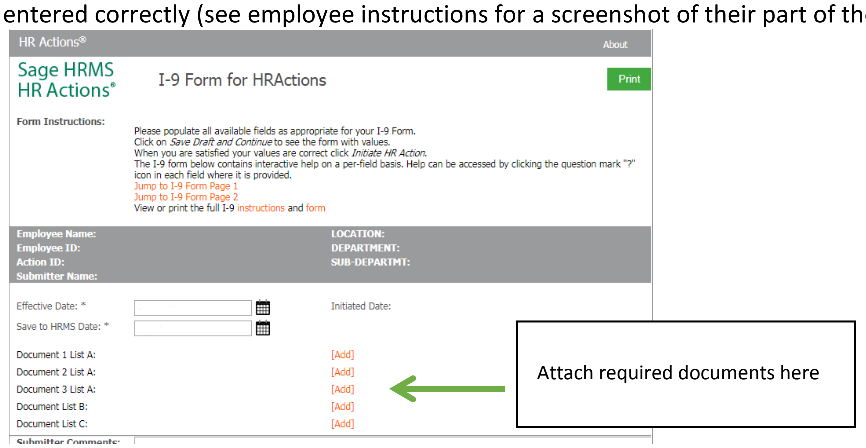
1. Click on **View Dynamic Checklist Actions** to see your employees' form list.
2. The **Status** column shows each form's progress
3. Make sure that your new employee completes all of their forms before the deadlines.
    a. The I-9 must be done and **correct** by the hire date.
    b. The remaining forms must be done within 15 days of hire or 5 days before the next payroll whichever is sooner.

This screen is only a preview of the activity of your employees. You won't be able to take any action from this screen. To do so, you will need to return to the previous screen.

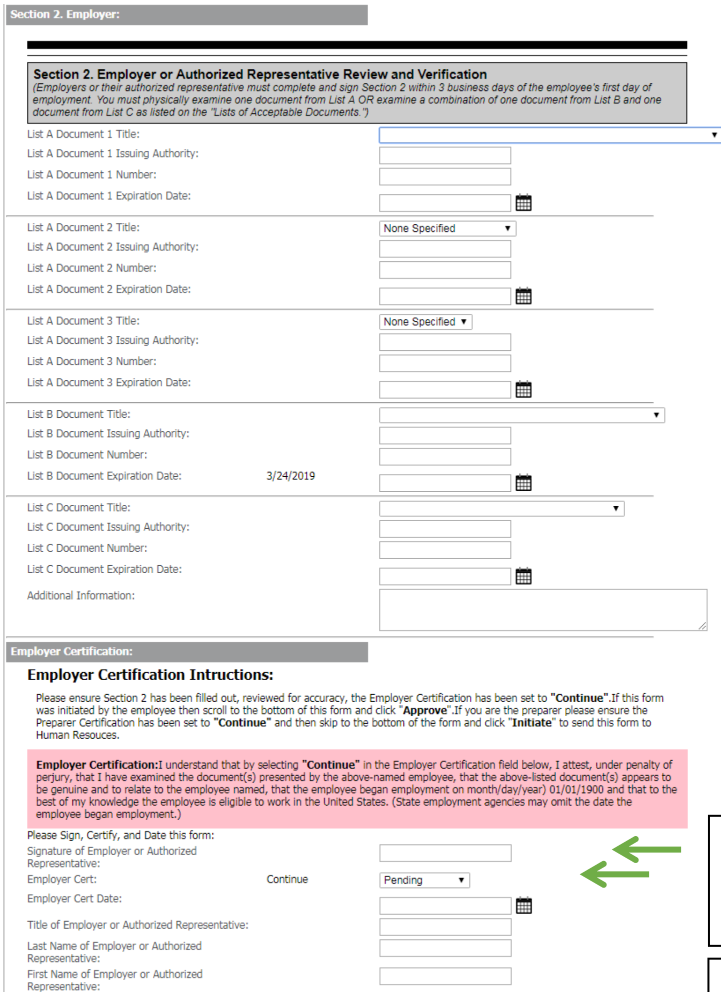


I-9 FORM- PAGE 2

1. When the new employee completes their I-9, the supervisor or hiring manager will receive an email to approve it. Note: the employee must complete page 1 from their own ESS account.
2. As manager you will go to Status box, click on the **Actions Being Routed for review**.
3. Click on the **exclamation mark** to start completing Section 2.
4. Attach a scan of the required documents at the top of the form and verify the employee's information is entered correctly (see employee instructions for a screenshot of their part of the form)



5. Complete the **Section 2 Employer** section of the form and sign.



Section 2. Employer:

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

List A Document 1 Title:
List A Document 1 Issuing Authority:
List A Document 1 Number:
List A Document 1 Expiration Date:

List A Document 2 Title: None Specified
List A Document 2 Issuing Authority:
List A Document 2 Number:
List A Document 2 Expiration Date:

List A Document 3 Title: None Specified
List A Document 3 Issuing Authority:
List A Document 3 Number:
List A Document 3 Expiration Date:

List B Document Title:
List B Document Issuing Authority:
List B Document Number:
List B Document Expiration Date: 3/24/2019

List C Document Title:
List C Document Issuing Authority:
List C Document Number:
List C Document Expiration Date:
Additional Information:

Employer Certification:

Employer Certification Intructions:

Please ensure Section 2 has been filled out, reviewed for accuracy, the Employer Certification has been set to **"Continue"**.If this form was initiated by the employee then scroll to the bottom of this form and click "**Approve**".If you are the preparer please ensure the Preparer Certification has been set to **"Continue"** and then skip to the bottom of the form and click "**Initiate**" to send this form to Human Resouces.

Employer Certification:I understand that by selecting **"Continue"** in the Employer Certification field below, I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appears to be genuine and to relate to the employee named, that the employee began employment on month/day/year) 01/01/1900 and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Please Sign, Certify, and Date this form:
Signature of Employer or Authorized Representative:
Employer Cert: Continue Pending
Employer Cert Date:
Title of Employer or Authorized Representative:
Last Name of Employer or Authorized Representative:
First Name of Employer or Authorized Representative:

Specify documentation here, each document that section; example: US Passport List A, Driver License List B, and SS Card List C.

6.

You must sign (type name) under "Signature of Employer" and change "Pending" to "Continue"

Add the Florida Conference of SDA as Business or Organization Name:
Florida Conference of SDA,
351 S State Rd. 434,
Altamonte Springs, FL 32714

7. **Leave Section 3 blank**.
8. Click on approve at the bottom of the form.
   a. If the employee made a mistake, please indicate the error in the comments box and click on return to initiator.
   b. Then, contact the employee directly and ask them to fix the error.

NEW HIRE FINAL CHECKLIST APPROVAL

1. Another form that will need your approval is the Final Dynamic Check list from your employee.
2. In the Status box, click on the Actions Being Routed for review.
3. Select the exclamation mark next to the New Hire Final Checklist form for your employee.
4. The form will be displayed and you will need to revise that the employee completed all the forms listed.
   a. If the employee is missing any forms, please indicate the error in the comments box and click on return to initiator.
   b. Then, contact the employee directly and ask them to fix the error.
5. If everything is completed, click on approve at the bottom of the form.