



Human Resources & Payroll Orientation

GENERATIONS

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
1.) Laws Affecting Human Resources Recruitment and Management <ul style="list-style-type: none"> • Social Security Act • Fair Labor Standards Act • Civil Rights Act • Immigration and Reform and Control Act • Uniformed Service Employment and Reemployment Rights Act • Consolidated Omnibus Reconciliation Act • Age Discrimination Employment Act • Americans with Disabilities Act • The Rehabilitation Act • Family and Medical Leave Act • Fair Credit Reporting Act • Employee Retirement Income Security Act • Health Insurance Portability and Accountability Act • Occupational Safety and Health Administration 	Administrator, Handout summary of laws with reference <u>materials</u> OSHA Manual HIPPA Manual			

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2.) Understanding of new hire procedures for background checks and new hire reporting.	CFO, Director of Finance, Human Resources Policies Introduction to company performing background checks			
3.) Understanding of Employee Handbook and leave schedules.	CFO, Director of Finance, Employee Handbook Leave Schedules			
4.) How to post job openings internally and run advertisements when necessary.	CFO, Director of Finance, Employee Handbook			
5.) How and where to maintain job descriptions.	CFO, Director of Finance Job Description Manual			
6.) How to use Time and Attendance software.	CFO, Director of Finance, Attendance Enterprise Procedure Manual			
7.) Understanding of Payroll submission process to third party payroll processing company.	CFO, Director of Finance Introduction to Payroll Processing Company Human Resources Manual			
8.) Maintenance of payroll/personnel files.	CFO, Director of Finance Human Resources Manual			
9.) Understanding of garnishments and other payroll deductions.	CFO, Director of Finance			
10.) How to enroll, reconcile, and administer employee benefits.	CFO, Director of Finance Introduction to employee benefits			
11.) Administration of Workers Compensation program	CFO, Director of Finance Introduction to workers compensation			

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12.) Administration of OSHA Compliance Program	CFO, Director of Finance OSHA Manual			
13.) Handling and distribution of payroll checks and employee notices	CFO, Director of Finance Human Resources Manual			
14.) Reconciliation and review of payroll prior to check distribution.	CFO, Director of Finance Human Resources Manual			
15.) Maintain General and Job specific orientation for all employees	CFO, Director of Finance Human Resource Manual			
16.) Maintain records and tracking of professional licenses and employee evaluations.	CFO, Director of Finance			
17.) Maintain and administer unemployment files and responds to unemployment inquiries.	CFO, Director of Finance			
18.) Understand appropriate responses to third party employee inquiries and respond accordingly.	CFO, Director of Finance			
19.) Understanding of basic Wage and Hour Guidelines Maintains required posting for Federal and State guidelines.	CFO, Director of Finance			
20.) Administer Employee bonus program.	CFO, Director of Finance			
21.) Understanding of facility job codes and general ledger accounts.	CFO, Director of Finance Staffing Budgets Chart of Accounts			
22.) Employee Exit Interviews	CFO, Director of Finance Corporate Compliance Manual Quality Assurance Manual			
23.) How to conduct wage analysis	CFO, Director of Finance			

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24.) Understanding Wage Scales	CFO, Director of Finance Wage Scales			
25.) Job Description	Director of Finance			