EBAYC

HIRING PROTOCOL - NEW EMPLOYEES

Please follow the following steps when hiring employees.   These steps may not be reversed or out of sequence.

Step 1:   Job Offer

After the interviewing process, the supervisor selects the best-qualified candidates, and notify them of a conditional employment offer. The conditional offer means that the candidate is not officially hired until s/he clears the background check.

Step 2:   Notice to HR

The supervisor emails Gianna Tran a list of approved candidates' names, daily work schedules, and resumes. The resumes are used to determine the hourly wage.

Step 3:   DOJ and TB Clearance (During the COVID-19 restriction, this step will be completed via email).

The candidates pick up the live scan memo at EBAYC office. The supervisor can arrange these logistics with Jana. Gianna Tran will notify the supervisor of the DOJ results, typically within 72 hours.

The candidates provide EBAYC with a copy of their negative TB test results.

Step 4:   Employment Notification Letter(During the COVID-19 restriction, this step will be completed via Docusign).

Jana Saeteurn prepares the Employment Notification letter for the candidates that cleared DOJ and TB tests.

Step 5:   Completing Employment Packet (During the COVID-19 restriction, this step will be completed via email).

The candidate is invited to a new employee orientation. At this orientation, the candidates sign their Employment Notifications, complete the hiring paperwork, and acknowledge that they have received

the employee handbook, and the mandatory EDD pamphlets. They also need to produce copies of the following documents:

- Unexpired government issued ID (Passport, Driver License, CA ID)
- Social Security Card (this is required in addition to the ID)
- College transcript that shows 48 completed units, or passage of the IA Exam
- OR evidence of a registered IA exam date in the next two months

(Please note that only HR staff can distribute the employment packet as they have the updated forms and EDD pamphlets. Please do not give out any forms that you have had in the past)

Step 6:   ADP Registration (up to 3 days)

Once the employment packet is complete, Jana will register the data in ADP. She then will email the candidate a PRC code. The employees will use this code to activate their ADP portal.

Step 7:   Time sheet and payroll

After the ADP activation, the employee is officially registered and can begin clocking in/out.

EBAYC HIRING PROTOCOL - RETURNING EMPLOYEES

Employee Group A: Returning employees that left EBAYC more than one year. These individuals follow the same procedure as new employees.

Employee Group B: Returning employees that were high school interns, and are now eligible to work as adult, they follow the same procedure as new employees.

Employee Group C: ***Returning employees that worked in the current fiscal year, they follow the steps below.***

Step 1:   Notice to HR

The supervisor notifies Jana Saeteurn the employee's name and work schedule.

Step 2:   Employment Notification Letter (During the COVID-19 restriction, this step will be completed via Docusign).

Jana Saeteurn prepares the Employment Notification letters for each program, and leave the letters in the supervisor's box. The supervisor is responsible for getting the letters signed and return to Jana within two days. Alternatively, Jana Saeteurn may send the Employment Notification via Docusign.

Step 3:   ADP Activation

Jana re-activates the employee's ADP account based on the new Employment Notification's terms including changes in hourly wages, position, and supervisor assignment.

Step 4:   Time sheet and payroll

After the ADP activation, the employee is officially registered and can begin clocking in/out.