

<b>River Valley Child Development Services</b>		SOP #	4
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Program Name:	Administration	Implementation Date:	1/31/2022
Author:	Josh McAdoo	Last Review/Update:	
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## Standard Operating Procedure: Virtual Orientation

### 1. Purpose

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The purpose of this procedure is to ensure consistency of the virtual orientation process.

### 2. Scope

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Program directors and the HR Generalist are the intended audience for this standard operating procedure and will utilize it when new hires start onboarding/virtual orientation process in Paycom.

### 3. Prerequisites

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N/A

### 4. Responsibilities

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**New Hires** – responsible for completion of onboarding/virtual orientation tasks in Paycom and contacting HR Generalist to schedule fingerprint screen.

**Program Director** – responsible for getting new hire signature on the 'Protective Services Record Check Authorization and Release Form', mailing form to Bureau for Children and Families, and providing mailing date to HR Generalist. Also responsible for assisting new hire with profile registration in WV STARS.

**HR Generalist** – responsible for verifying completion of new hire onboarding, assigning virtual orientation checklist to new hires in Paycom on their first day of employment, verifying upload of supporting documentation for Form I-9, creating employee badges, and scheduling fingerprint screens.

## 5. Procedure

New hire will complete all onboarding tasks in Paycom, as well as their drug screen, prior to their first day of employment. Once HR Generalist has verified that the onboarding tasks/documents have been completed by the new hire, the HR Generalist will forward the new hire's 'Protective Services Record Check Authorization and Release Form' to the Program Director. An example of the form is below.

	<b>AUTHORIZATION and RELEASE for PROTECTIVE SERVICES RECORD CHECK</b>	<b>Bureau for Children and Families</b> 350 Capital Street, B-18 Charleston, WV 25301
Please complete the following and sign below. The form must be legible, and all fields must be filled out COMPLETELY.		
Name (Print your full name. Do not use initials): _____ (First Name) (Middle Name) (Last Name)		
Birth Date: _____ Social Security Number: _____		
Current Home Address (Give location address, as well as P.O. Box address and County): _____ _____		
If you have not lived at your current address for 5 years, please list the address(es) for your location(s) in the last 5 years: _____ _____ _____		
List maiden name (s), and all aliases. Or names known by (Print your full name. Do not use initials): _____ _____ _____		
Agency Name: _____ (who needs to receive verification of the protective service check)		
Agency Address: _____		
Agency Phone Number: _____		
Agency Type: <input type="checkbox"/> Child Care/Head Start <input type="checkbox"/> Residential Facility Staff <input type="checkbox"/> Other (home health, homemaker services, etc.)		
You are completing this form because you are a (check which applies): <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Owner/Director <input type="checkbox"/> Household Member of an Adult or Child Care setting		
BCF-PSRC Revised 5/1/2019		

On the first day of employment, the new hire will report to their assigned worksite, at the time provided by their Program Director. During their first day of employment, the HR Generalist will assign the new hire the virtual orientation checklist to complete in Paycom. The Program Director will assist the new hire with completing profile registration in the WV STARS system, [WV STARS profile registration](#).

The Program Director will provide the 'Protective Services Record Check Authorization and Release Form' to the new hire on their first day of employment, for signature. After the new hire has signed the form, the Program Director will mail the form to:

Bureau for Children and Families  
350 Capitol Street, B-18  
Charleston, WV 25301

After the new hire has completed the virtual orientation checklist in Paycom, they will contact the HR Generalist to schedule their fingerprint screen.

## **6. References**

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N/A

## **7. Definitions**

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N/A