

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURES

Date Issued 05/24

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CHAPTER Human Resources	CHAPTER 06	SECTION 001	SUBJECT 0085
SECTION Personnel	SUBJECT Personnel: New Employee Processing		
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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Programs
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall implement the following procedures when a new employee is hired by the agency.

III. DEFINITIONS:

Employee: Any person working within, or assigned to, the St. Clair County Community Mental Health Authority Board, whether that person is a full-time, part-time or temporary employee.

IV. STANDARDS:

None Available

V. PROCEDURES:

Supervisor

1. Informs Staffing Recruiter Specialist/HR Designee when an applicant has been chosen for employment, by following the procedures in [Administrative Procedure #06-001-0095, Personnel: Posting/Selection/Hiring](#), pertaining to the selection and hiring of personnel and/or [Administrative Procedure #06-001-0145, Personnel: Temporary Assignment/Employment](#).

Staffing Recruiter Specialist/HR Designee

2. Completes Help Desk ticket for OASIS enrollment prior to employee's first day.
3. Ensures the Data Management Department is made aware of any professional staff hired under the stipulations of Medicaid Bulletin MMP 23-02.

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4. Completes a new user request ticket for any new staff hired that requires access to the agency's computer network and resources., per [Administrative Procedure #08-001-0005 IT Department Technical Support](#), and submits to IT Department before employee's first day.
5. Ensures that the following tasks are completed according to employee status:
 - a. Regular Full Time
 - (1) New Employee Check Sheet
 - (2) Form #0255 Authorization Agreement for Automatic Payroll Deposits
 - (3) Tax Forms (city, state and federal)
 - (4) Employment Eligibility Verification (I-9)
 - (5) State of Michigan New Hire Reporting Form
 - (6) AFSCME Payroll Authorization Form
 - (7) Employee Face Sheet
 - (8) Form #0801 Driving Record Check (as applicable) (After employee has been given and read [Administrative Procedure #06-001-0010, Personnel: Alcohol and Drug Testing](#))
 - (9) Form #0731 Employee Certification of Notification for random drug testing (as applicable)
 - (10) Form #0732 Consent to Diagnostic Procedure and Release of Information Authorization for random drug testing (as applicable)
 - (11) Authorization for Tuberculin (T.B.) Test, either form #0725 McLaren PH Industrial Health – Medical Authorization or form #0730 Ascension Michigan at Work: Employer Authorization for Treatment/Billing
 - (12) Form #0201 Computer/Information System Consent (After employee has been given and read [Administrative Procedure #08-001-0010, Computer Information Systems Security](#))
 - (13) Form #0826 Personal Use of Any Cell Phone During Paid Working Hours (After employee has been given and read [Administrative Procedure #06-001-0160, Personal Use of Cell Phone](#))
 - (14) Consent for Use of Photographs
 - (15) Job Description & Functional Job Task List
 - (16) Form #0266 Casual for a Cause – Annual Payroll Deduction and Consent Statement
 - (17) Form #1945 Statement Concerning Your Employment In a Job Not Covered by Social Security
 - (18) SCCCMHA Defined Contribution Retirement Plan Option
 - (19) Flexible Compensation Program Election Agreement
 - (20) Option III – No Medical Coverage (as applicable)
 - (21) Health Savings Account (HSA) Direct Deposit Information
 - (22) Delta Dental Eligibility Enrollment/Update
 - (23) SCCCMHA Group Insurance Election Form
 - b. Part-Time and Temporary
 - (1) New Employee Check Sheet
 - (2) Form #0255 Authorization Agreement for Automatic Payroll Deposits
 - (3) Tax Forms (city, state and federal)

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- (4) Employment Eligibility Verification (I-9)
- (5) State of Michigan New Hire Reporting Form
- (6) AFSCME Payroll Authorization Form (as applicable)
- (7) Employee Face Sheet
- (8) Form #0801 Driving Record Check (as applicable) (After employee has been given and read [Administrative Procedure #06-001-0010, Personnel: Alcohol and Drug Testing](#))
- (9) Form #0731 Employee Certification of Notification for random drug testing (as applicable)
- (10) Form #0732 Consent to Diagnostic Procedure and Release of Information Authorization for random drug testing (as applicable)
- (11) Authorization for Tuberculin (T.B.) Test, either form #0725 McLaren PH Industrial Health – Medical Authorization or form #0730 Ascension Michigan at Work: Employer Authorization for Treatment/Billing
- (12) Form #0201 Computer/Information System Consent (After employee has been given and read [Administrative Procedure #08-001-0010, Computer Information Systems Security](#))
- (13) Form #0286 Personal Use of Any Cell Phone During Paid Working (After employee has been given and read Administrative Procedures #06-001-0160, Personal Use of Cell Phone)
- (14) Consent for Use of Photographs
- (15) Job Description & Functional Job Task List
- (16) Form #0266 Casual for a Cause – Annual Payroll Deduction and Consent
- (17) New Employee Manual

6. Takes one (1) picture of the new employee for ADP and employee identification badge.

Nurse/Designee

7. Provides Hepatitis B training for Category A employees within their first week of hire.

Training Technician

8. Schedules training needed in accordance with [Administrative Procedure #06-002-0006, Orientation & Training for New and Transferred Employees](#) on their first day.

Information Technology Technician

9. Conducts IT training/orientation for all new employees on their first day.

Data Management Technician

10. Conducts OASIS training/orientation for all new direct-care employees within their first week of hire.

Privileging and Credentialing Technician

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11. Assists new professional staff to complete form [#1300 Practitioner Application Network Enrollment Credentialing](#) for provisional privileges and submits to the P&C Committee as indicated in Administrative Procedures #01-003-0011, Provider Enrollment and Credentialing on their first day.
12. Ensures any professional staff hired under the stipulations of Medicaid Bulletin MMP 23-02 understand the limitations of any privileges initially granted and the requirement to provide a copy of their degree, official transcripts, and actual LARA-issued license to HR once received.

Finance Technician

13. Provides all new employees with an overview of the ADP timecard/payroll process in accordance with Administrative Procedures #06-001-0075, Personnel: Work Schedules; Leavetime; Overtime; Timecards on their first day.

HR Administrative Assistant/HR Designee

14. Forwards all paperwork to Finance Technician for payroll processing.
15. Processes all paperwork and documents on Weekly HR Update Report.
16. Ensures any professional staff hired under the stipulations of Medicaid Bulletin MMP 23-02 are added to the Excel tracking database and monitored to ensure compliance.
17. Sets up employee personnel file in accordance with [Administrative Procedure #06-001-0090, Personnel: Personnel Records](#).

Finance Technician/Finance Designee

18. Records necessary salary, benefit and tax information and returns the Employee Face Sheet to HR Administrative Assistant/HR Designee.

HR Administrative Assistant/HR Designee

19. Obtains Driver Record Report from the State of Michigan for applicable staff and notifies Supervisor of results, then forwards for personnel file.

VI. REFERENCES:

- A. Medicaid Bulletin MMP 23-02
- B. [#0201 Computer/Information System Consent](#)
- C. [#0255 Authorization Agreement for Automatic Payroll Deductions](#)
- D. [#0266 Casual for a Cause – Annual Payroll Deduction and Consent](#)

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- E. [#0725 McLaren PH Industrial Health – Medical Authorization](#)
- F. [#0730 Ascension Michigan at Work: Employer Authorization for Treatment/Billing](#)
- G. [#0731 Employee Certification of Notification for Drug Testing](#)
- H. [#0732 Consent to Diagnostic Procedures and Release of Information Authorization](#)
- I. [#0801 Driving Record Check](#)
- J. [#0826 Personal Use of Any Cell Phone During Paid Working Hours](#)
- K. [#1300 Practitioner Application Network Enrollment Credentialing](#)
- L. [#1945 Statement Concerning Your Employment in a Job Not Covered by Social Security](#)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 06/88, 05/90, 04/93, 07/96, 06/98, 07/00, 04/02, 04/04, 03/06, 04/08, 04/10, 05/12, 07/13, 09/14, 09/15, 09/16, 09/17, 09/18, 09/19, 11/20, 03/21, 03/22, 05/23.