



MEMO

TO: Pastors, Teachers, Church Boards, School Boards, LFE Treasurers
FROM: Human Resource Services
DATE: January 21, 2021
RE: Change to Employee Onboarding Process

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Effective February 1, 2021, the Carolina Conference is implementing an online method of hiring and onboarding all employees, which includes locally funded employees (LFEs) and substitute teachers. This will facilitate a smooth onboarding process for both the new employee and the Human Resource Services staff. ***Emailed, faxed, and mailed paperwork will no longer be accepted as of February 1, 2021.***

Once a church or school board votes to hire an LFE or substitute teacher, a representative of the board will need to complete the online Hire Employee form to notify HR to start the onboarding process for the new employee. This form is accessible on the Conference website (<https://www.carolinasda.org>) by clicking the orange Employee Paperwork button at the top of the homepage.

IMPORTANT: The new employee cannot work prior to the day that he/she completes the I-9 through the electronic onboarding process.

Even if you are re-hiring an employee who previously worked for your entity, you will need to submit the Hire Employee form before he/she can begin working for your entity again.

The new process for hiring and onboarding LFEs and substitute teachers is as follows:

1. Church or school board votes to hire employee
2. Representative of the board submits Hire Employee form
 - a. Job description file upload is required for LFEs
3. HR initiates online onboarding process
4. Employee receives emailed link to onboarding process
5. Employee completes I-9 and other onboarding paperwork electronically
6. HR notifies you regarding employment eligibility
7. Employee may begin working if eligible to work in the U.S.

Do not allow a new employee to work prior to the day that he/she completes the I-9 through the electronic onboarding process.

The list of information necessary to submit the Hire Employee form, requirements for job descriptions and sample forms, a resource for determining employment class and wage type, and details regarding urgent requests to hire substitute teachers are accessible through the Employee Paperwork button on the Conference homepage: <https://www.carolinasda.org>.

If you have any questions about the new online hiring and onboarding process, please contact JoAlyce Waugh in HR at 704-596-3200 or jwaugh@carolinasda.org.