

Hiring a Temp: Steps for Hiring Manager/Supervisor

FIRST STEP:

Receive approval from HR and Fiscal to hire temporary staff. Get authorization from Contracts/Fiscal to hire temporary staff

Email the Facilities Department (BWELL Facilities DG) to order new furniture:

ONLY if new furniture is **Needed AND** hiring supervisor/manager must get approval from Regional Manager. Confirm with Regional Manager to determine any office needs. Ordering furniture can take up to 12 weeks.

*The Network Account Request Form, Welcoming Letter for All New Staff and the Network Provider SPID Application can all be found at: <http://www.countyofsb.org/behavioral-wellness/formsforstaff-providers.sbc>

SECOND STEP:

You have hired temporary staff. Establish start date and notify HR of start date.

- **Email the Facilities Department** (BWELL Facilities) a photo of new employee so that they can create a new employee badge.
- **Email QCM** (BWELL QCM): **IF** new staff needs access to Clinician's Gateway and/or ShareCare, send to QCM:
 - Service Provider ID Request Form
 - Copy of all professional Licenses

Once ALL requested documents are received, QCM runs multiple credentialing checks. Once credentialing checks have cleared, QCM will email IT and the clinician will be established in the electronic system.

- **Start a Service Now Request.** Attach **Network account Request Form** for email address and network access for New Employee. Also request computer, laptop, and telephone in the Service Now Request. **Keep in mind Service Now Network Account Access takes 3-5 days**

THIRD STEP

Employee's First Day of Work

- **Email the Training Department** (BWELL Training DG) new employee name, supervisor and position title. Training department will assign mandatory trainings. **This is especially important for Temp employees because the training department does not know of temporary employees' existence unless a Supervisor/ Manager directly emails them.**
- **On Employee's First Day** Hiring Manger/Supervisor places **Welcoming Letter for New Staff*** at employee workstation on the first day of work **AND** instructs new staff to call the IT Help Desk (681-4006) IT gives new staff their username and password for network access.
- **Inform Staff which Program Code(s) to use on their Timesheets**
If Hiring Manager/Supervisor is unsure which program code to use for new staff, please contact the Fiscal department at 805-681-4762