

New Hire Process

As the Managing Party you will advertise, screen and interview your potential candidates. When you have chosen an employee candidate, you and your candidate will need to complete a PICS New Employee Packet. These packets are provided in your Managing Party Manual. The forms included in each packet are updated and subject to change as laws and regulations change. Please make sure your packet is current. If you should have any concerns, current forms can be found on the PICS web site or call PICS to request a new packet.

New Employee Packet

The New Employee Packet contains the following:

1. Required Employment Forms
2. Employee Required Training (Tests)
3. Employee Handbook References

Special Requirements

The *Employee Checklist* indicates which forms must be submitted and included in the employee's personnel file. Please note:

1. Some forms are required to be original and cannot be faxed or e-mailed to PICS.
2. Some forms must be submitted and deemed correct and complete before your employee can receive a date of hire and begin to log any hours.
3. Some forms are optional.

All of the above conditions are noted on the Employee Checklist.

Human Resources Communications

After you and the employee candidate have completed the necessary hiring paperwork, you will need to send the forms to PICS Human Resources. Upon receipt of the packet, Human Resources will review and notify you of one or more of the following:

1. Employee's date of hire, first date the employee can log hours
2. Missing forms
3. Incomplete or inaccurately completed forms
4. Delay in hire due to client's Service Agreement

The Employee Checklist provides a place for you to indicate how you would like Human Resources to notify you.

As the employer of record PICS Human Resources will not issue a date of hire until the employee correctly completes and submits the paperwork necessary to become a PICS employee. The required paperwork ensures that we are in compliance with rules and regulations that are mandated of us as their employer. Those rules and regulations are dictated by different agencies that include but are not limited to the Federal and State Government, Department of Labor, Department of Economic Recovery, and the Department of Human Services.