

10. Human Resources & Benefits

Time: 1 Hour

Who: HR – Dallas / COO Ft. Worth

Where: Office

Overview

The purpose of this discussion is to provide basic information about RHSB programs, policies, and benefits. This is necessary for the employee to enroll in our company's benefit programs through ADP and for the employee to understand our payroll process. The new employee also gains a better understanding of our company's expectations and culture.

Objectives

As a result of this activity employee will be able to:

- Articulate understanding of the various RHSB office policies, e.g. PTO, harassment, internet usage, e-mail and dress guidelines
- Access our company online benefits My Total Source through ADP for orientation and enrollment purposes

Steps

1. Review benefits offerings through ADP.
2. Review the RHSB employee handbook and Welcome Presentation on company intranet site and meeting with COO.

Materials

- RHS&B electronic Employee Handbook and PowerPoint Welcome Presentation
- My Total Source - ADP online system
- Employment enrollment forms

Follow-up

Mentor will ask these debriefing questions:

- Do you know where to access RHSB's office policies?
- Do you understand the policies, or have questions regarding them?
- Have you accessed My Total Source and completed the online orientation and benefit enrollment?
- Do you know our company's mission statement and core values, or where to find these?