

HIDALGO COUNTY



Department of Budget & Management

PRE-ENROLLMENT & ENROLLMENT PROCESS

Prepared by:
Budget Management Division

In Collaboration with:

- Treasurer's Office - Payroll Division
- Human Resources Department
- Information Technology Department
- DBM—Safety Division
- DBM—Employee Benefits Division

June 15, 2009

Table of Contents

SELECTED APPLICANT PRE-ENROLLMENT & ENROLLMENT PROCESS

Implementation Timeline.....	1
Enrollment Schedule	2
Pre-Enrollment and Enrollment Policy	3
Direct Deposit Policy	10
Pre-Enrollment Process	
a. Pre-Enrollment Process Narrative	11
b. Pre-Enrollment Process Flowchart	14
Enrollment Process	
a. Enrollment Process Narrative	15
b. Enrollment Process Flowchart	19
Forms.....	20
a. Enrollment Form	
b. Interview Selection Form	
c. Condition of Employment Form	
d. Required Documents Sheet	

HIDALGO COUNTY, TEXAS

PRE-ENROLLMENT & ENROLLMENT PROCESS

Implementation Timeline:

Commissioners' Court Presentation for Approval.....	June 15, 2009
Departmental Trainings.....	June 17 & 18, 2009
Interview Schedule/Selection Form Packet due to HR	June 23, 2009
Implementation of Enrollment Process*	June 30, 2009
Start Date for New Employee.....	July 6, 2009

* First Enrollment Process scheduled for Tuesday and Wednesday due to July 3rd Holiday.

HIDALGO COUNTY, TEXAS

ENROLLMENT SCHEDULE

Pay Period	Hiring Packet Due Date	Enrollment Dates	Work Period	Time Sheet Due Date	Pay Day
1	xx -xx- xxxx	xx -xx -xxxx	12/22/2008 - 01/04/2009	1/5/09	1/9/09
2	xx - xx - xxxx	xx -xx -xxxx	01/05/2009 - 01/18/2009	1/16/09	1/23/09
3	xx - xx - xxxx	xx -xx -xxxx	01/19/2009 - 02/01/2009	2/2/09	2/6/09
4	xx - xx - xxxx	xx -xx -xxxx	02/02/2009 - 02/15/2009	2/13/09	2/20/09
5	xx - xx - xxxx	xx -xx -xxxx	02/16/2009 - 03/01/2009	3/2/09	3/6/09
6	xx - xx - xxxx	xx -xx -xxxx	03/02/2009 - 03/15/2009	3/16/09	3/20/09
7	xx - xx - xxxx	xx -xx -xxxx	03/16/2009 - 03/29/2009	3/30/09	4/3/09
8	xx - xx - xxxx	xx -xx -xxxx	03/30/2009 - 04/12/2009	4/9/09	4/17/09
9	xx - xx - xxxx	xx -xx -xxxx	04/13/2009 - 04/26/2009	4/27/09	5/1/09
10	xx - xx - xxxx	xx -xx -xxxx	04/27/2009 - 05/10/2009	5/11/09	5/15/09
11	xx - xx - xxxx	xx -xx -xxxx	05/11/2009 - 05/24/2009	5/22/09	5/29/09
12	xx - xx - xxxx	xx -xx -xxxx	05/25/2009 - 06/07/2009	6/8/09	6/12/09
13	xx - xx - xxxx	xx -xx -xxxx	06/08/2009 - 06/21/2009	6/22/09	6/26/09
14	xx - xx - xxxx	xx -xx -xxxx	06/22/2009 - 07/05/2009	7/6/09	7/10/09
15	Tuesday, June 23, 2009	Tuesday, June 30, 2009 Wednesday, July 1, 2009	07/06/2009 - 07/19/2009	7/20/09	7/24/09
16	Tuesday, July 07, 2009	Wednesday July 15, 2009 Thursday July 16, 2009	07/20/2009 - 08/02/2009	8/3/09	8/7/09
17	Tuesday, July 21, 2009	Wednesday July 29, 2009 Thursday July 30, 2009	08/03/2009 - 08/16/2009	8/17/09	8/21/09
18	Tuesday, August 04, 2009	Wednesday August 12, 2009 Thursday August 13, 2009	08/17/2009 - 08/30/2009	8/31/09	9/4/09
19	Tuesday, August 18, 2009	Wednesday August 26, 2009 Thursday August 27, 2009	08/31/2009 - 09/13/2009	9/14/09	9/18/09
20	Tuesday, September 01, 2009	Wednesday September 9, 2009 Thursday September 10, 2009	09/14/2009 - 09/27/2009	9/28/09	10/2/09
21	Tuesday, September 15, 2009	Wednesday September 23, 2009 Thursday September 24, 2009	09/28/2009 - 10/11/2009	10/9/09	10/16/09
22	Tuesday, September 29, 2009	Wednesday October 7, 2009 Thursday October 8, 2009	10/12/2009 - 10/25/2009	10/26/09	10/30/09
23	Tuesday, October 13, 2009	Wednesday October 21, 2009 Thursday October 22, 2009	10/26/2009 - 11/08/2009	11/6/09	11/13/09
24	Tuesday, October 27, 2009	Wednesday November 4, 2009 Thursday November 5, 2009	11/09/2009 - 11/22/2009	11/20/09	11/25/09
25	Tuesday, November 10, 2009	Wednesday November 18, 2009 Thursday November 19, 2009	11/23/2009 - 12/06/2009	12/7/09	12/11/09
26	Friday, November 20, 2009	Wednesday December 2, 2009 Thursday December 3, 2009	12/07/2009 - 12/20/2009	12/18/09	12/23/09

PRE-ENROLLMENT AND ENROLLMENT POLICY

It is the philosophy of Hidalgo County to make all reasonable efforts, consistent with legal employment management practices, to employ the most qualified candidates. Hidalgo County will provide equal employment opportunity without regard to race, color, age, religion or sex. Falsification of information during the selection process is grounds for disqualification.

Elected Officials/Department Heads shall ensure that their department staff follows the procedures set forth in this policy. Compliance with this policy is the responsibility of each Elected Official, Department Head, supervisor, manager, or other department or employee who has hiring authority.

The purpose of the Pre-Enrollment and Enrollment Policy is:

1. To comply with the Immigration Reform and Control Act of 1986, which requires that all Selected Applicants must present, upon enrollment, certain documents that establish their authority to work in the United States;
2. To provide the selected applicant with the necessary information and training on Hidalgo County policies and procedures, employee benefit programs, safety procedures and hazards in the workplace; and
3. To allow for the distribution and completion of all related paperwork.

Condition of Employment:

In order to be eligible for employment, the selected applicant must complete the two day enrollment process. If position is safety sensitive, the selected applicant must pass a drug/alcohol test prior to commencing enrollment process as prescribed by the Hidalgo County Drug & Alcohol Policy. In addition, the selected applicant must comply with any other requirements for his/her position.

The selected applicant must bring the required documents in order to be considered for the enrollment process. The types of acceptable identification documents that the selected applicant must furnish the County for enrollment include the following:

- U.S. Passport or U.S. Passport Card
- Valid Texas Driver's License or ID card issued by a state
- Permanent Resident Card
- U.S. Military ID
- Other form of documentation as required to fill out Form I-9

In addition, the selected applicant must bring his/her original unlaminated Social Security Card. In accordance with the Social Security Administration, the Social Security Card must be signed by the bearer and must not be laminated in order to be valid.

If the selected applicant cannot produce an original Social Security Card, he/she must apply for a new or duplicate card at the Social Security Administration (SSA) office. The SSA office will issue a statement letter verifying the name, Social Security number and stating that a new or duplicate card has been applied for and will be sent to the selected applicant. If hired, the employee must present the letter prior to beginning work. The applicant will then have forty-five (45) days from the date of enrollment to present the original Social Security Card to the Treasurer's Office-Payroll Division. If the selected applicant does not present the Social Security Card within the time allowed, he/she may be subject to termination.

Furthermore, if the selected applicant's name does not match Social Security Card with picture ID, the selected applicant must furnish the County with an original certified document stating reason of name change (e.g. marriage license and/or court order name change).

PRE-ENROLLMENT PROCEDURES:

1. Human Resources department submits Interview Selection Form to the hiring department.
2. Hiring department will conduct interviews and select the applicant.
 - A. Hiring department completes Interview Selection Form.
 - B. Hiring department completes the Employee Change of Status Form (Note: Only the official Employee Change of Status form found on the intranet will be accepted).
 - C. Hiring department submits completed hiring packet to the Human Resources department (Note: The Interview Selection Form and Employee Change of Status Form comprises the hiring packet).
3. Non Safety Sensitive Position:
 - A. Human Resources department contacts the selected applicant and offers position.
 1. If selected applicant accepts, Human Resources department prepares a priority batch of Employee Change of Status forms for new hires to be routed to the corresponding departments, which include:
 - Employee Benefits Division
 - Budget Division
 - Payroll Division
 2. If selected applicant does not accept,
 - A. Hiring department may select another applicant and Human Resources department offers position to next qualified applicant; or
 - B. Hiring department may choose to re-advertise vacant position.
4. Safety Sensitive Position:
 - A. If position is safety sensitive, selected applicant must pass drug/alcohol test.
 1. If selected applicant passes drug/alcohol test, Human Resources department prepares a priority batch of Employee Change of Status forms for new hires to be routed to the corresponding departments, which include the following:
 - Employee Benefits Division
 - Budget Division
 - Payroll Division

2. If selected applicant does not pass drug/alcohol test,

A. Hiring department selects another applicant and Human Resources department offers position to next qualified applicant; or

B. Hiring department may choose to re-advertise vacant position.

Note: The duration of the routing and processing of the "new hires" priority batch of Employee Change of Status forms should not exceed more than one business day.

5. Human Resources department coordinates enrollment day:

A. Human Resources department confirms enrollment location, date, & time.

B. Human Resources department contacts selected applicant for enrollment (applicant is given date, time, and location of enrollment).

C. Human Resources department compiles list of selected applicants to be enrolled.

D. Human Resources department emails list of selected applicants to the parties involved in the enrollment process at least one business day before the enrollment process begins. The parties include the following:

- Budget Division
- Payroll Division
- Employee Benefits Division
- Safety Division
- Information Technology Department

6. Enrollment Process begins.

ENROLLMENT PROCEDURES:

Selected applicant must report to the enrollment location for two day enrollment process. The enrollment location will be the Safety Division Training room. Enrollment is a mandatory condition of employment and will occur every two weeks, the specific dates of which will be posted in the annual enrollment schedule. Selected applicants will not be compensated for attending enrollment and the enrollment process must be completed prior to the selected applicant's first day of employment.

Note #1: Prior to commencing the enrollment process, the pre-enrollment process must be completed.

Note #2: All enrollment procedures are completed in the enrollment room.

Note #3: The selected applicant must complete the enrollment process entirely in order to be eligible for employment. The completed enrollment form will serve as verification of completion of the enrollment process.

Note #4: If the selected applicant's Employee Change of Status Form is not complete and approved by hiring department, the selected applicant may not continue with enrollment process.

Note #5: Due to liability issues, only the selected applicant must be present for enrollment. Children and/or pets will not be allowed to be in the enrollment room during the enrollment process.

Day No.1 - 9:00 A.M.:

1. Human Resources Department Procedures

- A. Selected applicant fills out Form I-9 (applicant must provide original Social Security Card, valid picture ID, and/or other form of documentation as required to fill out Form I-9)
- B. Selected applicant is photographed for County ID badge
- C. Selected applicant signs Condition of Employment form
- D. Human Resources representative initials enrollment form

2. Payroll Division Procedures

- A. Selected applicant fills out the following payroll related forms:
 - 1. W-4
 - 2. County Retirement Forms
 - 3. Payroll Direct Deposit
 - 4. Records Access Form
- B. Payroll assigns an employee number and selected applicant is activated in the Alio Payroll Personnel system.
- C. Payroll representative initials enrollment form
- D. A copy of the approved/finalized Employee Change of Status Form(s) is forwarded to Human Resources department

3. Employee Benefits Division Procedures

- A. Selected applicant is enrolled in County Health Benefits Plan
- B. Selected applicant is offered voluntary insurance products (i.e. vision & dental)
- C. Selected applicant is given an overview of other pertinent County Policies/Procedures
 - Absence Control Policy
 - Family Medical Leave Act (FMLA) Policy
 - Employee Benefits Handbook
 - Injury Reporting Procedures
 - Notice of Privacy Practice
 - Accident Prevention Policy

- Drug & Alcohol Policy

D. Employee Benefits representative initials enrollment form

4. Information Technology Department Procedures

- A. Selected applicant is given an overview of Information Technology security policies
- B. Selected applicant is enrolled in Time & Attendance program (TAAP).
- C. Information Technology representative initials enrollment form and forwards form to Safety Division
- D. Information Technology will send confirmation email to Human Resources department notifying them of the selected applicants that completed Day 1 enrollment

5. Human Resources Department Procedures

- A. Human Resources department prepares the selected applicant's County ID badges to be delivered to Safety Division upon completion of the second day enrollment.

Day No. 2 - 8:00 A.M.:

Selected applicant must return to the safety training room for completion of the two day enrollment process. If the selected applicant does not complete the Day 1 enrollment procedures, he/she will not be able to continue with enrollment process.

If day one enrollment process is completed, then:

6. Safety Division Procedures

- A. Selected applicant is given an overview of safety procedures and orientation

Note: Safety training is mandatory. If the selected applicant does not complete safety training, Safety Division must notify Human Resources department, and Human Resources department must notify hiring department in order to reschedule enrollment for the current selected applicant, select the next available qualified applicant, or may choose to re-advertise vacant position. If rescheduling, hiring department must provide a valid reason as to why the selected applicant did not complete the safety training.

After safety training is completed, then

- B. Safety Division representative furnishes ID badge to selected applicant
- C. Selected applicant signs the completed enrollment form
- D. Safety Division representative initials enrollment form and signs acknowledgement that selected applicant completed enrollment process
- E. Completed original enrollment form is forwarded to Human Resources department

7. Human Resources Department Procedures

A. Human Resources must notify the parties involved in the enrollment process as well as the hiring department(s) that the selected applicant(s) has successfully completed the two day enrollment process. The involved parties include the following:

- Budget Division
- Payroll Division
- Safety Division
- Information Technology Department
- Employee Benefits Division

Selected applicant is clear to begin work after completion of the two day enrollment process. The Human Resources department will notify the new employee to report to their respective department location, and the new employee's first day of employment.

Failure to Begin Employment:

1. If for any reason the new employee, after completion of enrollment process, fails to report to work on the designated starting date, the hiring department must notify the Human Resources department promptly.

Human Resources must then notify the involved parties in the enrollment process in order for the starting date of new employee to be delayed, accordingly. The involved parties include the following:

- Budget Division
- Payroll Division
- Information Technology Department
- Employee Benefits Division
- Safety Division

The Employee Benefits Division must cancel the employee's insurance benefits until the employee begins work.

2. If the new employee fails to report to work after the amount of time allowed as per County Policy (refer to chapter 7 section 7.205 of the Civil Service Commission Rules) and after completion of enrollment process, it will constitute voluntary resignation. The hiring department must notify the Human Resources department promptly.

Human Resources must then notify the involved parties in the enrollment process. The involved parties include:

- Budget Division
- Payroll Division
- Information Technology Department
- Employee Benefits Division
- Safety Division

A new Employee Change of Status form must be submitted by hiring department in order to cancel the employee, and the hiring department's time & attendance keeper must terminate the employee in the Time & Attendance (TAAP) program. The hiring department has the option of selecting the next qualified applicant or may choose to re-advertise vacant position.

The Employee Benefits Division must cancel the employee's insurance benefits due to voluntary resignation.

DIRECT DEPOSIT POLICY

As a condition of employment at Hidalgo County, all Hidalgo County Employees and Officials (full-time, part-time, temporary, etc.) are required to participate in payroll direct deposit. This means that your pay will be deposited directly into your account at a participating banking institution each payday. If you do not provide information about an established bank account the Payroll Department will help in assisting you in obtaining a pay card through the County's Depository Bank for the purpose of direct deposit.

Employees will receive a Payroll Advice Statement on payday that details the pay information. The following are some of the benefits of participating in the direct deposit program:

- It saves trips to the bank.
- It saves time in depositing checks – no long payday lines to wait in.
- It eliminates the possibility of lost, stolen, or forged checks.
- Pay deposited every other Friday whether you are on vacation leave, sick leave, or have an unexpected emergency.
- Your money is deposited faster – reduces the possibility of overdrafts.

The Direct Deposit Form must be completed at the time of hire. It is the employee's responsibility to notify the County Treasurer's Payroll Department if the employee's bank account(s) changes. This is accomplished through the Direct Deposit Form.

For Direct Deposit authorization the applicant must have one of the following:

- Pre-Encoded voided bank check (check with routing # and account # at bottom)
- Hidalgo County Financial Institution Verification Form
- Direct Deposit sign-up form from a financial institution

The following will not be accepted:

- No temporary checks
- No deposit slips
- No Bank Identification card

Note: No funds will be direct deposited into an account that does not have applicant's name.

This convenience provides the employee with funds available in their bank account on the morning of payday.

Payroll checks that are not set up for direct deposit will be mailed to the local address listed on the payroll system every pay day until the Direct Deposit Authorization Form can be processed. As a result, it is the employee's responsibility to see that the proper address is on file in the County Treasurer's Payroll Department. There will be a three (3) day waiting period from the day of notification before a replacement check can be issued.

Approved by Commissioners Court on _____

Approved by Civil Service Commission on _____

HIDALGO COUNTY, TEXAS

PRE-ENROLLMENT PROCESS NARRATIVE

Condition of Employment:

In order to be eligible for employment, the selected applicant must complete the two day enrollment process. If position is safety sensitive, the selected applicant must pass a drug/alcohol test prior to commencing enrollment process as prescribed by the Hidalgo County Drug & Alcohol Policy. In addition, the selected applicant must comply with any other requirements for his/her position.

The selected applicant must bring the required documents in order to be considered for the enrollment process. The types of acceptable identification documents that the selected applicant must furnish the County for enrollment include the following:

- U.S. Passport or U.S. Passport Card
- Valid Texas Driver's License or ID card issued by a state
- Permanent Resident Card
- U.S. Military ID
- Other form of documentation as required to fill out Form I-9

In addition, the selected applicant must bring his/her original unlaminated Social Security Card. In accordance with the Social Security Administration, the Social Security Card must be signed by the bearer and must not be laminated in order to be valid.

If the selected applicant cannot produce an original Social Security Card, he/she must apply for a new or duplicate card at the Social Security Administration (SSA) office. The SSA office will issue a statement letter verifying the name, Social Security number and stating that a new or duplicate card has been applied for and will be sent to the selected applicant. If hired, the employee must present the letter prior to beginning work. The applicant will then have forty-five (45) days from the date of enrollment to present the original Social Security Card to the Treasurer's Office-Payroll Division. If the selected applicant does not present the Social Security Card within the time allowed, he/she may be subject to termination.

Furthermore, if the selected applicant's name does not match Social Security Card with picture ID, the selected applicant must furnish the County with an original certified document stating reason of name change (e.g. marriage license and/or court order name change).

PRE-ENROLLMENT PROCEDURES:

1. Human Resources department submits Interview Selection Form to the hiring department.
2. Hiring department will conduct interviews and select the applicant.
 - A. Hiring department completes Interview Selection Form.
 - B. Hiring department completes the Employee Change of Status Form (Note: Only the official Employee Change of Status form found on the intranet will be accepted).
 - C. Hiring department submits completed hiring packet to the Human Resources department (Note: The Interview Selection Form and Employee Change of Status Form comprises the hiring packet).

3. Non Safety Sensitive Position:

A. Human Resources department contacts the selected applicant and offers position.

1. If selected applicant accepts, Human Resources department prepares a priority batch of Employee Change of Status forms for new hires to be routed to the corresponding departments, which include:

- Employee Benefits Division
- Budget Division
- Payroll Division

2. If selected applicant does not accept,

A. Hiring department may select another applicant and Human Resources department offers position to next qualified applicant; or

B. Hiring department may choose to re-advertise vacant position.

4. Safety Sensitive Position:

A. If position is safety sensitive, selected applicant must pass drug/alcohol test.

1. If selected applicant passes drug/alcohol test, Human Resources department prepares a priority batch of Employee Change of Status forms for new hires to be routed to the corresponding departments, which include the following:

- Employee Benefits Division
- Budget Division
- Payroll Division

2. If selected applicant does not pass drug/alcohol test,

A. Hiring department selects another applicant and Human Resources department offers position to next qualified applicant; or

B. Hiring department may choose to re-advertise vacant position.

Note: The duration of the routing and processing of the “new hires” priority batch of Employee Change of Status forms should not exceed more than one business day.

5. Human Resources department coordinates enrollment day:

A. Human Resources department confirms enrollment location, date, & time.

B. Human Resources department contacts selected applicant for enrollment (applicant is given date, time, and location of enrollment).

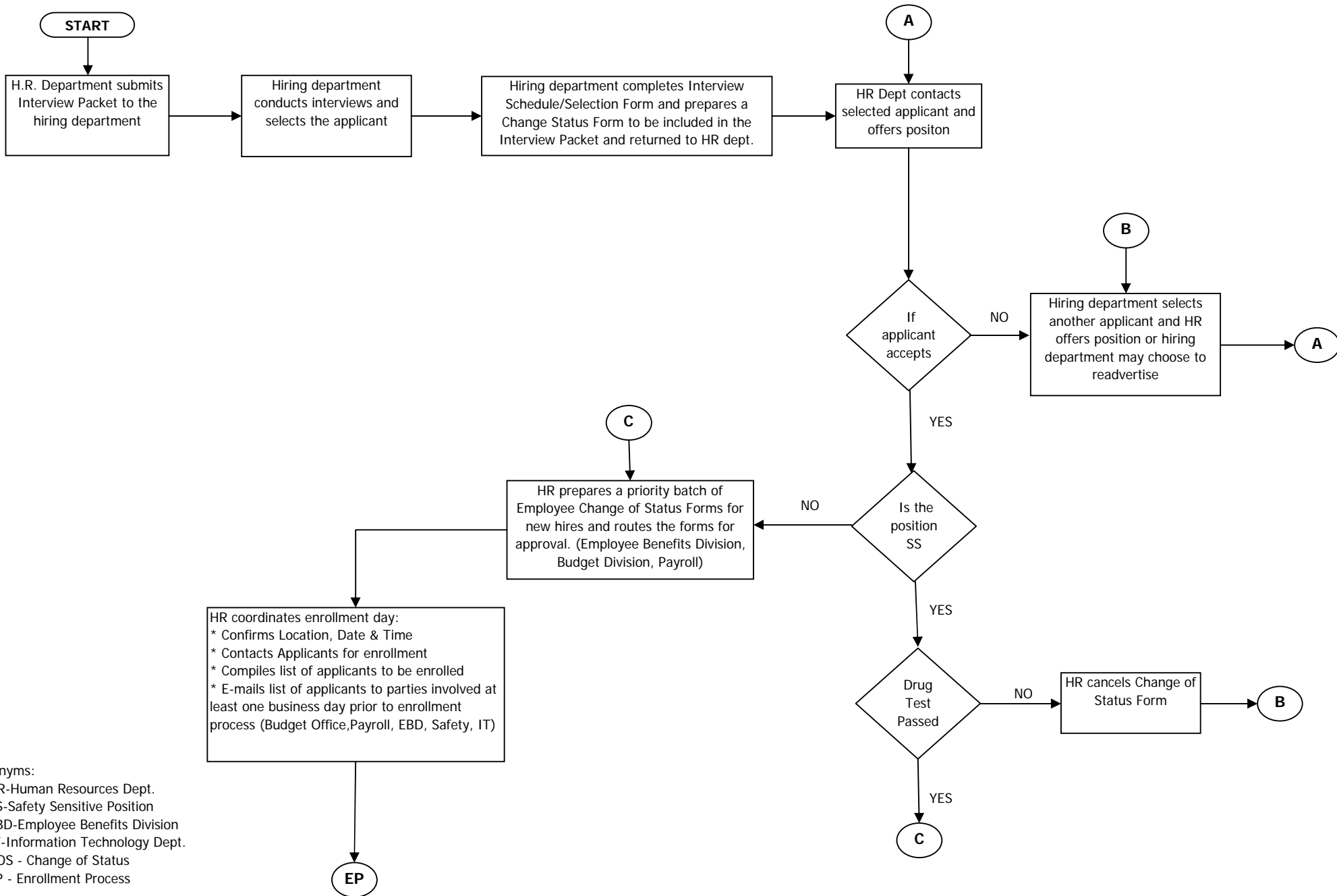
C. Human Resources department compiles list of selected applicants to be enrolled.

D. Human Resources department emails list of selected applicants to the parties involved in the enrollment process at least one business day before the enrollment process begins. The parties include the following:

- Budget Division
- Payroll Division
- Employee Benefits Division
- Safety Division
- Information Technology Department

6. Enrollment Process begins.

PRE-ENROLLMENT PROCESS



- Acronyms:
1. HR-Human Resources Dept.
 2. SS-Safety Sensitive Position
 3. EBD-Employee Benefits Division
 4. IT-Information Technology Dept.
 5. COS - Change of Status
 6. EP - Enrollment Process

HIDALGO COUNTY, TEXAS

ENROLLMENT PROCESS NARRATIVE

ENROLLMENT PROCEDURES:

Selected applicant must report to the enrollment location for two day enrollment process. The enrollment location will be the Safety Division Training room. Enrollment is a mandatory condition of employment and will occur every two weeks, the specific dates of which will be posted in the annual enrollment schedule. Selected applicants will not be compensated for attending enrollment and the enrollment process must be completed prior to the selected applicant's first day of employment.

Note #1: Prior to commencing the enrollment process, the pre-enrollment process must be completed.

Note #2: All enrollment procedures are completed in the enrollment room.

Note #3: The selected applicant must complete the enrollment process entirely in order to be eligible for employment. The completed enrollment form will serve as verification of completion of the enrollment process.

Note #4: If the selected applicant's Employee Change of Status Form is not complete and approved by hiring department, the selected applicant may not continue with enrollment process.

Note #5: Due to liability issues, only the selected applicant must be present for enrollment. Children and/or pets will not be allowed to be in the enrollment room during the enrollment process.

Day No. 1 - 9:00 A.M.:

1. Human Resources Department Procedures

- A. Selected applicant fills out Form I-9 (applicant must provide original Social Security Card, valid picture ID, and/or other form of documentation as required to fill out Form I-9)
- B. Selected applicant is photographed for County ID badge
- C. Selected applicant signs Condition of Employment form
- D. Human Resources representative initials enrollment form

2. Payroll Division Procedures

- A. Selected applicant fills out the following payroll related forms:
 1. W-4
 2. County Retirement Forms
 3. Payroll Direct Deposit
 4. Records Access Form

B. Payroll assigns an employee number and selected applicant is activated in the Alio Payroll Personnel system.

C. Payroll representative initials enrollment form

D. A copy of the approved/finalized Employee Change of Status Form(s) is forwarded to Human Resources department

3. Employee Benefits Division Procedures

A. Selected applicant is enrolled in County Health Benefits Plan

B. Selected applicant is offered voluntary insurance products (i.e. vision & dental)

C. Selected applicant is given an overview of other pertinent County Policies/Procedures

- Absence Control Policy
- Family Medical Leave Act (FMLA) Policy
- Employee Benefits Handbook
- Injury Reporting Procedures
- Notice of Privacy Practice
- Accident Prevention Policy
- Drug & Alcohol Policy

D. Employee Benefits representative initials enrollment form

4. Information Technology Department Procedures

A. Selected applicant is given an overview of Information Technology security policies

B. Selected applicant is enrolled in Time & Attendance program (TAAP).

C. Information Technology representative initials enrollment form and forwards form to Safety Division

D. Information Technology will send confirmation email to Human Resources department notifying them of the selected applicants that completed Day 1 enrollment

5. Human Resources Department Procedures

A. Human Resources department prepares the selected applicant's County ID badges to be delivered to Safety Division upon completion of the second day enrollment.

Day No. 2 - 8:00 A.M.:

Selected applicant must return to the safety training room for completion of the two day enrollment process. If the selected applicant does not complete the Day 1 enrollment procedures, he/she will not be able to continue with enrollment process.

If day one enrollment process is completed, then:

6. Safety Division Procedures

A. Selected applicant is given an overview of safety procedures and orientation

Note: Safety training is mandatory. If the selected applicant does not complete safety training, Safety Division must notify Human Resources department, and Human Resources department must notify hiring department in order to reschedule enrollment for the current selected applicant, select the next available qualified applicant, or may choose to re-advertise vacant position. If rescheduling, hiring department must provide a valid reason as to why the selected applicant did not complete the safety training.

After safety training is completed, then

B. Safety Division representative furnishes ID badge to selected applicant

C. Selected applicant signs the completed enrollment form

D. Safety Division representative initials enrollment form and signs acknowledgement that selected applicant completed enrollment process

E. Completed original enrollment form is forwarded to Human Resources department

7. Human Resources Department Procedures

A. Human Resources must notify the parties involved in the enrollment process as well as the hiring department(s) that the selected applicant(s) has successfully completed the two day enrollment process. The involved parties include the following:

- Budget Division
- Payroll Division
- Safety Division
- Information Technology Department
- Employee Benefits Division

Selected applicant is clear to begin work after completion of the two day enrollment process. The Human Resources department will notify the new employee to report to their respective department location, and the new employee's first day of employment.

Failure to Begin Employment:

1. If for any reason the new employee, after completion of enrollment process, fails to report to work on the designated starting date, the hiring department must notify the Human Resources department promptly.

Human Resources must then notify the involved parties in the enrollment process in order for the starting date of new employee to be delayed, accordingly. The involved parties include the following:

- Budget Division
- Payroll Division
- Information Technology Department
- Employee Benefits Division
- Safety Division

The Employee Benefits Division must cancel the employee's insurance benefits until the employee begins work.

2. If the new employee fails to report to work after the amount of time allowed as per County Policy (refer to chapter 7 section 7.205 of the Civil Service Commission Rules) and after completion of enrollment process, it will constitute voluntary resignation. The hiring department must notify the Human Resources department promptly.

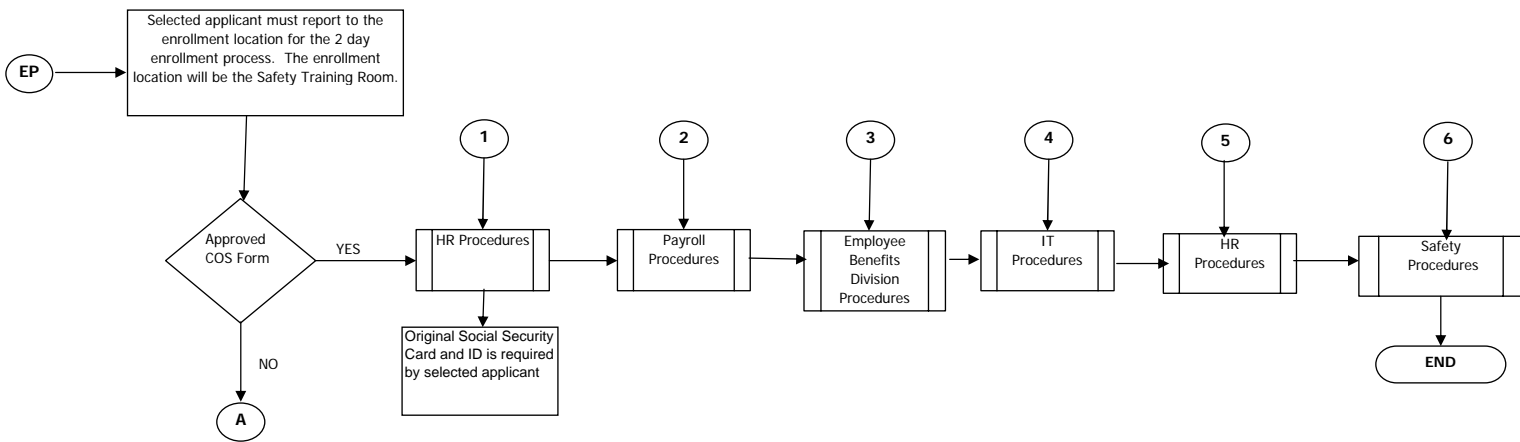
Human Resources must then notify the involved parties in the enrollment process. The involved parties include:

- Budget Division
- Payroll Division
- Information Technology Department
- Employee Benefits Division
- Safety Division

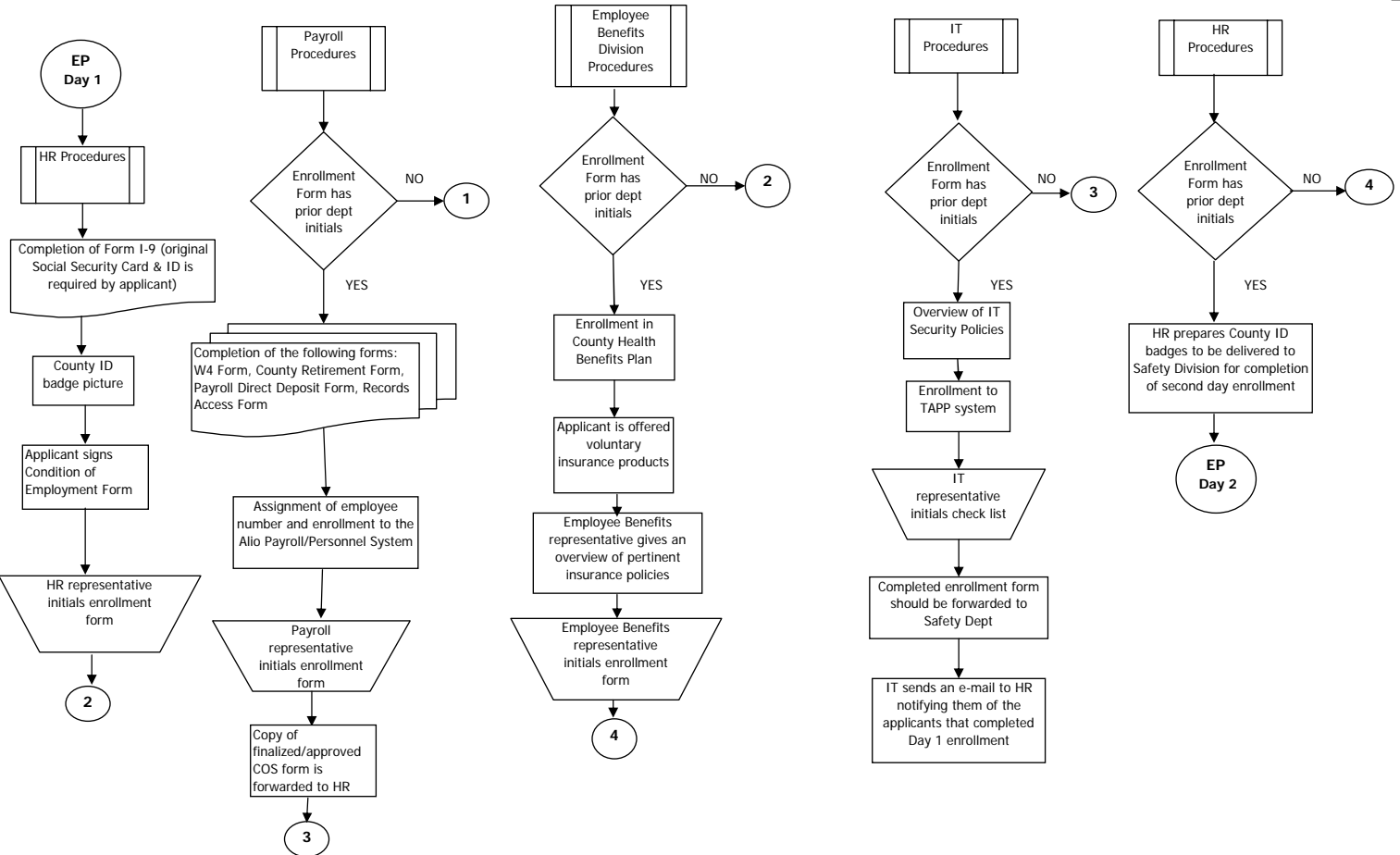
A new Employee Change of Status form must be submitted by hiring department in order to cancel the employee, and the hiring department's time & attendance keeper must terminate the employee in the Time & Attendance (TAAP) program. The hiring department has the option of selecting the next qualified applicant or may choose to re-advertise vacant position.

The Employee Benefits Division must cancel the employee's insurance benefits due to voluntary resignation.

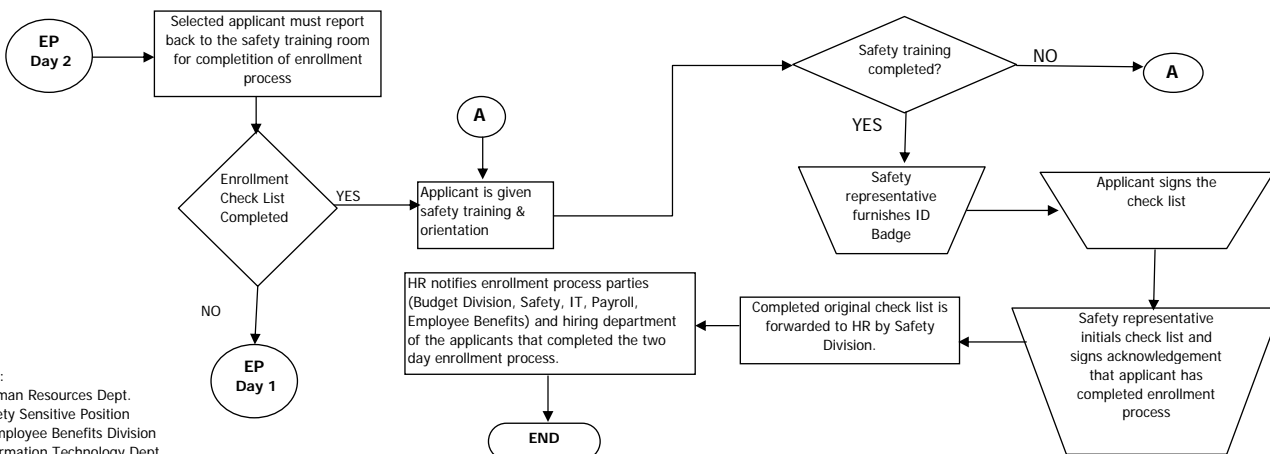
ENROLLMENT PROCESS



DAY 1



DAY 2



- Acronyms:
 1. HR-Human Resources Dept.
 2. SS-Safety Sensitive Position
 3. EBD-Employee Benefits Division
 4. IT-Information Technology Dept.
 5. COS - Change of Status
 6. EP - Enrollment Process

PRE-ENROLLMENT
&
ENROLLMENT PROCESS



Forms



HIDALGO COUNTY, TEXAS

ENROLLMENT FORM

Name of Applicant: _____

Employee #: _____

Department Name: _____

Location No.: _____

* As you complete your corresponding department please initial.

1. HUMAN RESOURCES DEPARTMENT _____

2. TREASURER'S OFFICE-PAYROLL DIV. _____

3. EMPLOYEE BENEFITS DIVISION _____

4. INFORMATION TECH. DEPT. _____

5. SAFETY DIVISION _____

Enrollment Process Completion Acknowledgement

I _____ certify that the above named applicant has completed the Hidalgo County enrollment process.

Signature of Safety Officer

Date

Identification Badge Acknowledgement

I _____ certify that I have completed the Hidalgo County enrollment process and received my Picture ID Badge.

Signature of Applicant

Date



HIDALGO COUNTY, TEXAS

INTERVIEW SELECTION FORM

Safety Sensitive: ____Yes ____No

Department Name: _____

Slot No.: _____

Vacant Position Title: _____

Date: _____

Pool of Qualified Applicants

Applicant Name	Interview Date & Time
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Please indicate your selection (hired applicant) below and return this form to the Human Resources Department

Note: Please submit original Change of Status Form of the person(s) selected.

Selection	Position Slot No.	Position Title
_____	_____	_____

Authorized By: _____

Date: _____

<i>HR Department Use ONLY</i>	
Human Resources Director Approval	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Enrollment Date: _____ Starting Date: _____ Pay Period: _____	Signature: _____ Date: _____

HIDALGO COUNTY, TEXAS

CONDITION OF EMPLOYMENT

Date: _____

I, _____, hereby agree to comply with submitting the required documentation identified in the attached form, the enrollment process and completing the safety training before commencing work with Hidalgo County.

Name (Please Print)

Signature

Date Completed: _____

HIDALGO COUNTY, TEXAS

REQUIRED DOCUMENTS

To comply with INS for completion of I-9 one of the following is required (Human Resources Department):

1. U.S. Passport or U.S. Passport card
2. Valid Driver's license and Original Social Security Card (not laminated)
3. Other documentation as permitted for I-9 purposes (see attached)

To comply with Social Security Administration (SSA) the following is required (Payroll Division):

1. Original Social Security Card (not laminated)
2. Valid Driver's license

If the applicant can not produce an original social security card, he/she must apply for a new or duplicate card at the SSA office. The SSA office will issue a statement letter verifying the name, Social Security number and stating that a new or duplicate card has been applied for and will be sent to the applicant. This letter must be presented prior to beginning work. The applicant will then have forty-five (45) days from date of enrollment to present the original social security card to the Payroll Division. If the applicant does not present the Social Security Card within the time allowed, he/she may be subject to termination.

If the selected applicant's name does not match Social Security card with picture ID, the selected applicant must furnish the County with an original certified document stating reason of name change (e.g. marriage license and/or court order name change).

For Direct Deposit authorization the applicant must have one of the following:

1. Pre-Encoded voided bank check (check with routing # and account # at bottom)
2. Hidalgo County Financial Institution Verification Form
3. Direct Deposit sign-up form from a financial institution

The following will not be accepted:

1. No temporary checks
2. No deposit slips
3. No Bank Identification card

Note: No funds will be direct deposited into an account that does not have applicant's name.

To comply with Health Benefits (Insurance Department):

If your child (ren) is your natural child, employee must provide birth certificates and social security numbers. To add spouse, employee must provide a social number for spouse.

For all other dependents, documentation under the dependent eligibility criteria must be provided based on the relationship listed:

1. Stepchild (ren) – resides in the employee's household and is eligible to be claimed by the employee as a dependent for Federal Income Tax purposes.
2. Other Child (ren) – for those other than natural, adopted, stepchild or child of employee's child, the employee is the legal guardian of the child or they are related by blood or marriage, and the child's primary residence is the employee's address, and IRS support guidelines are met.

Documents Required: Latest Year Income Tax Record indicating dependent is being claimed, Legal Guardianship or Power of Attorney documents.

(This information is solely for the purpose of determining dependent eligibility for coverage under Hidalgo County's Group Health Plan.)