

Employee 101

- **STEP ONE** – SUBMIT AN APPLICATION

Submit an application to <https://forms.office.com/r/zSZRxEZFLr>

- **Step Two** – You will be contacted by Brett our onboarding specialist; he will give you instructions to create and account for the Staff Portal to begin Training.
- **Step Three** – Create a D.O.R.Y. account to upload your documents for employment. You may connect with D.O.R.Y. through the Staff Portal or clicking on the link below. *While creating your account your email address must be the same as the Staff Portal login.*

<https://portal.pikespeakrespiteservices.com>

Drivers: Drivers License, Car Insurance, Car Registration, Driving Record, Social Security Card

Non Drivers: License or ID card, Social Security Card

- **Step Four** – these may be worked on simultaneously.
- Complete Trainings
- Take the TB screening: <https://forms.office.com/r/e8MFaDLRX3>
- Schedule an In-person CPR and First Aid class if not already certified and current; We offer CPR classes in the PPRS office in Colorado Springs. Please feel free to contact Brett to schedule or find an in-person class near you.

- **Step Five** – Reach out to Brett when above steps are completed to receive fingerprinting instructions. Brett will issue a pay code: Fingerprinting is free.
- **Step Six** – once your background check is received Brett will create your account with our HR company ,(Vida HR) , you will then log in to fill out banking information, tax information, and I-9 information. In the Vida HR portal (Prism) you will be able to access pay stubs and end of year documents.

- **Step Seven** – You will be contacted for scheduling. Please see the Scheduling Standard Operating Procedure located at the link below:

<https://pikespeakrespiteservices.com/policies-and-procedures>