Employee 101

STEP ONE – SUBMIT AN APPLICATION

Submit an application to https://pikes-peak-respite-services.prismhr-hire.com/

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 – these may be worked on simultaneously.

- Complete Trainings
- Schedule a TB test
- 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 Four – Brett will request documents from you for onboarding:

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

Non Drivers: License or ID card, Social Security Card

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