



General Manager HR Responsibilities

Tools & Resources

- ★ Paycom
 - Employee Self-Serve (ESS)
 - Client Access
- ★ The Caddy Shack
- ★ Handbooks
 - Bobby Jones Associate Handbook
 - Carpe Diem – How We Do Business

Recruiting

This is done through the Applicant Tracking Module in Paycom.

- ★ Create Job Requisition
- ★ Post job opening on Bobby Jones Links website
- ★ Notify HR if you want job opening posted to Indeed
- ★ Email link to online application to candidates

Selection

- ★ Interviewing (helpful hints in the Caddy Shack)
- ★ Reference Checks
- ★ Request Background Check, if required
- ★ Offer job

On-Boarding

- ★ Hire Applicant in Applicant Tracking Module. This step will add the employee record.
 - Create Paycom Employee Self-Serve (ESS) login
 - Assign New Hire Checklist for associate to complete in Paycom ESS
 - Direct Deposit Setup
 - State Withholding Forms

- W4
- I-9 (E-Verify)
- Training Videos
- Bobby Jones Handbook for all & Carpe Diem for Dept Heads
- ★ New Hire Orientation
 - Benefits Overview and Open Enrollment Process
 - E-Verify must be completed within first 3 days of employment (Complete the Employer Portion of the New Hire Checklist.)

Talent Management

- ★ Quarterly Reviews (5-5-5)
- ★ Annual Reviews – (FT EE's no later than Feb 28 with any raises effective March)
- ★ Change of Position and/or Compensation – *Paycom Personnel Action Form*
- ★ Awards (Grand Slam, Cloverleaf & Bobby Jones Award)
- ★ Corrective Action – *Paycom Personnel Action Form*
- ★ Harassment / Discrimination

Payroll

- ★ Create bi-weekly payroll transaction
- ★ Create manual checks as needed
- ★ Manage Time Cards – *Paycom Time and Attendance*
- ★ PTO and Holiday Administration

HR Administration

- ★ PTO Requests
- ★ Benefits Administration
 - Review monthly invoices for medical, dental, vision, Life and LTD carriers
 - Assist with Open Enrollment
- ★ Workers Compensation
 - Incident Reports
- ★ OSHA – Occupational Safety and Health Administration
- ★ Maintain posting of Legal Posters

Terminations & Off-Boarding

- ★ Terminate team member in Paycom – Create *Paycom Personnel Action Form*
- ★ COBRA Notification – *will be created when HR approves the PAF from the step above*
- ★ Provide Separation Notices required by the club's state (Caddy Shack)
- ★ Notify HR to remove access to the Caddy Shack, if applicable
- ★ Transfer of email to current team member
- ★ Notify HR & VP Operations if Separation Agreement is needed

Notify Bobby Jones Links' HR department to process the following:

- ★ *Garnishments*
- ★ *Unemployment Claims*
- ★ *FMLA (Family Medical Leave Act)*