



**HUMAN RESOURCES DEPARTMENT
DIOCESE OF CHARLESTON**

Miriam Santos, Director of Human Resources, (843) 261-0422, msantos@charlestdioocese.org

	Mariana Cowan (401) 924-3177 mcowan@charlestdioocese.org	Anne-Marie Kanable (843) 261-0446 akanable@charlestdioocese.org 9:00 a.m. to 5:30 p.m.	Denise Relyea (843) 261-0428 drelyea@charlestdioocese.org 7:30 a.m. to 4:00 p.m.	Matthew Wilson (843) 261-0425 mwilson@charlestdioocese.org 8:00 a.m. to 4:30 p.m.
Senior HR Recruiter	HR Recruiter	HR Coordinator	Senior HR Generalist	HR Benefits Specialist
Full cycle recruiting <ul style="list-style-type: none"> • Conducts Nation-Wide Searches • Drafts and Post Job Descriptions on Website • Sources Talent from Catholic Universities • Assists with Screening and Interview Process for all Locations • Provides Virtus and ADP links, and I9 list to hired candidates • Provides Onboarding Candidate Forms to HR (offer letter, employee collection form, resume, reference checks, job description) • Handles Candidate Travel Arrangements 	Full cycle recruiting <ul style="list-style-type: none"> • Conducts Nation-Wide Searches • Drafts and Post Job Descriptions on Website • Sources Talent from Catholic Universities • Assists with Screening and Interview Process for all Locations • Provides Virtus and ADP links, and I9 list to hired candidates • Provides Onboarding Candidate Forms to HR (offer letter, employee collection form, resume, reference checks, job description) • Handles Candidate Travel Arrangements 	ADP <ul style="list-style-type: none"> • Updates and Maintenance • I9 Compliance and E-Verify • Password Assistance • Location Access • Accruals • Training Payroll Change Form Processing <ul style="list-style-type: none"> • Terminations, Increases • Status Changes / Benefit Eligibility • Hours Employee Information Collection Form Processing <ul style="list-style-type: none"> • New Hires (PAS locations) • Re-Hire & Additional Position (*ALL) • Temporary **Locations cannot rehire/add positions Employment Verifications Audits <ul style="list-style-type: none"> • Profile audits, Pay /Earnings, Time & Attendance, Accrual 	Compliance and Policies Leave <ul style="list-style-type: none"> • Family Medical Leave (FMLA) • Medical Leave • Parental Leave • Extension of Leave • Personal Leave • Military Leave Recruitment and Staffing <ul style="list-style-type: none"> • Interviews • Job Descriptions • Hiring Request Forms • New Employee Onboarding and Orientations • Payroll Change Forms (status changes) Terminations <ul style="list-style-type: none"> • Offboarding process Employee Issues / Concerns <ul style="list-style-type: none"> • Guidance • Personnel Audits 	Benefit Inquiries <ul style="list-style-type: none"> • Medical, Dental, Prescription • Vision • Life Insurance (basic, employee, spouse, child) • Short Term and Long Term Disability Insurance • Flexible Spending Account Health Care and Dependent Care • Health and Welfare – Medical • 403B Retirement Worker’s Compensation (WC) Life events and enrollment <ul style="list-style-type: none"> • New Hire/Open Enrollment Eligibility and Premium Cost Split Changes CBET Invoice Payee Updates Benefit Extensions, Portability, and Premium Waivers

***HR OFFERS GUIDANCE AND TRAINING REGARDING THE ABOVE FOR ALL LOCATIONS**

***HR MANAGES THE ABOVE FOR CHANCERY STAFF**