



HUMAN RESOURCES DEPARTMENT DIOCESE OF CHARLESTON

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Denise Relyea (843) 261-0428 drelyea@charlestondiocese.org 7:30 a.m. to 4:00 p.m.	Matthew Wilson (843) 261-0425 mwilson@charlestondiocese.org 8:00 a.m. to 4:30 p.m.	Melissa Clark (843) 261-0446 melissa.clark@charlestondiocese.org 8:00 a.m. to 4:30 p.m.	Paula Werner (843) 261-0435 pwerner@charlestondiocese.org 7:00 a.m. to 3:30 p.m.	Mariana Cowan (401) 924-3177 mcowan@charlestondiocese.org
Senior HR Generalist	HR Benefits Specialist	HR Payroll Specialist	HR Recruiter	HR Recruiter
Compliance and Policies Leave - Family Medical Leave (FMLA) - Medical Leave - Parental Leave - Extension of Leave - Personal Leave - Military Leave Onboarding - Interviews - Job Descriptions - Hiring Request Forms - New Employee Onboarding and Orientations - Payroll Change Forms (status changes) Terminations - Offboarding process Employee Issues / Concerns - Guidance - Personnel Audits	Benefit Inquiries - 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 403B Retirement Worker's Compensation (WC) Life events and enrollment - New Hire/Open Enrollment - Life Events Eligibility and Premium Cost Split Changes CBET Invoice Payee Updates Benefit Extensions, Portability, and Premium Waivers	ADP - Updates and Maintenance - I9 Compliance and E-Verify - Password Assistance - Location Access - Accruals - Training Payroll Change Form ADP Processing - Terminations, Increases - Status Changes / Benefit Eligibility - Hours Employee Information Collection Form ADP Processing - New Hires (PAS locations) - Re-Hire & Additional Position (*ALL) - Temporary **Locations cannot rehire/add positions Employment Verifications Audits - Profile audits, Pay /Earnings, Time & Attendance, Accrual	Full cycle recruiting - 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 Recruiting for 1SF and Schools	Full cycle recruiting - 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 Recruiting for Parishes

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

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