**Pay2Play Onboarding Process**

**Step One:** Candidates must meet two Arts Ministry requirements:

* Served or shadowed for a few weeks and/or passed an audition requirement in an Arts position with the Arts Director (as determined by the Campus Arts Director)
* Completed all 4 weeks of GrowthTrack

**Step Two:** Arts Director fills out Pay2Play form [HERE](https://creekhelp.com/hr-links/pay2play/pay2play-new-request/) on CreekHelp:

**Step Three:** Arts PM receives form in email and checks first two requirements in Rock.

**Step Four:** Arts PM forwards Pay2Play form to HR (cc-ing the Campus Arts Director), stating that the requirements have been met and requesting for HR to send the Paylocity onboarding link to the candidate.

**Step Five:** HR launches the Paylocity onboarding module. The candidate will receive two emails: one with the login information and the other with the temporary login credentials.

**Step Six:** Candidate completes the Paylocity onboarding module. HR will receive an email stating the onboarding is complete.

**Step Seven:** HR processes the remaining pieces to complete the onboarding and sends an email to the Pay2Play employee, letting them know they are ready to be scheduled for Pay2Play and begin being paid for serving. HR will cc the Direct Report and the Arts PM on the email so everyone is updated.

**Step Eight:** Pay2Play employees must check in to Rock when serving, as this is how Pay2Play hours are documented and reported for payment.

**Step Nine:** Campus Arts Director submits Pay2Play report every Sunday to [payroll@cedarcreek.tv](mailto:payroll@cedarcreek.tv). Only individuals who are on the report will be paid. If someone is serving on the Arts team and does not want to be paid, the Director of Arts will need to make a note of that and not include them on the report to payroll.