

HR Shared Drive

CPG Human
Resources



CPG Monthly HR Training

HR Shared Drive



Purpose:

- Assist Managers & Supervisors with HR aspects of their jobs
- Improve time management and not rely on HR for commonly used processes
- Give remote locations access to HR information



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Not intended to:

- Perform HR's job for them
- Create more work for Managers / Supervisors

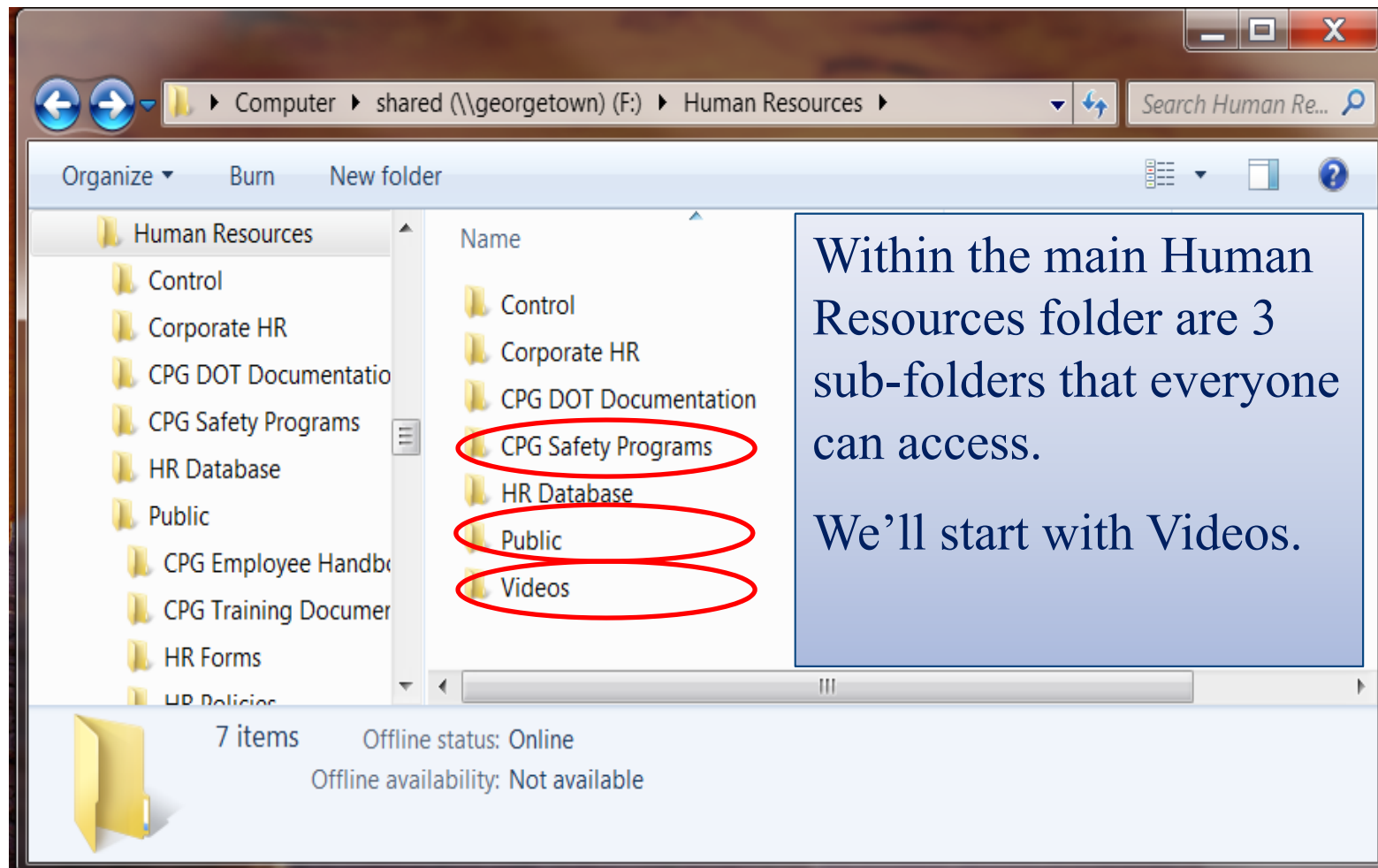
Please note:

- The “Human Resources” folder on the Central Share and Georgetown drives are synced every 2 hours to replicate one another.
- Please do not save items to your desktop for future reference, as items are always being updated. Please access forms, documents, etc. from the server for the most accurate, updated information.



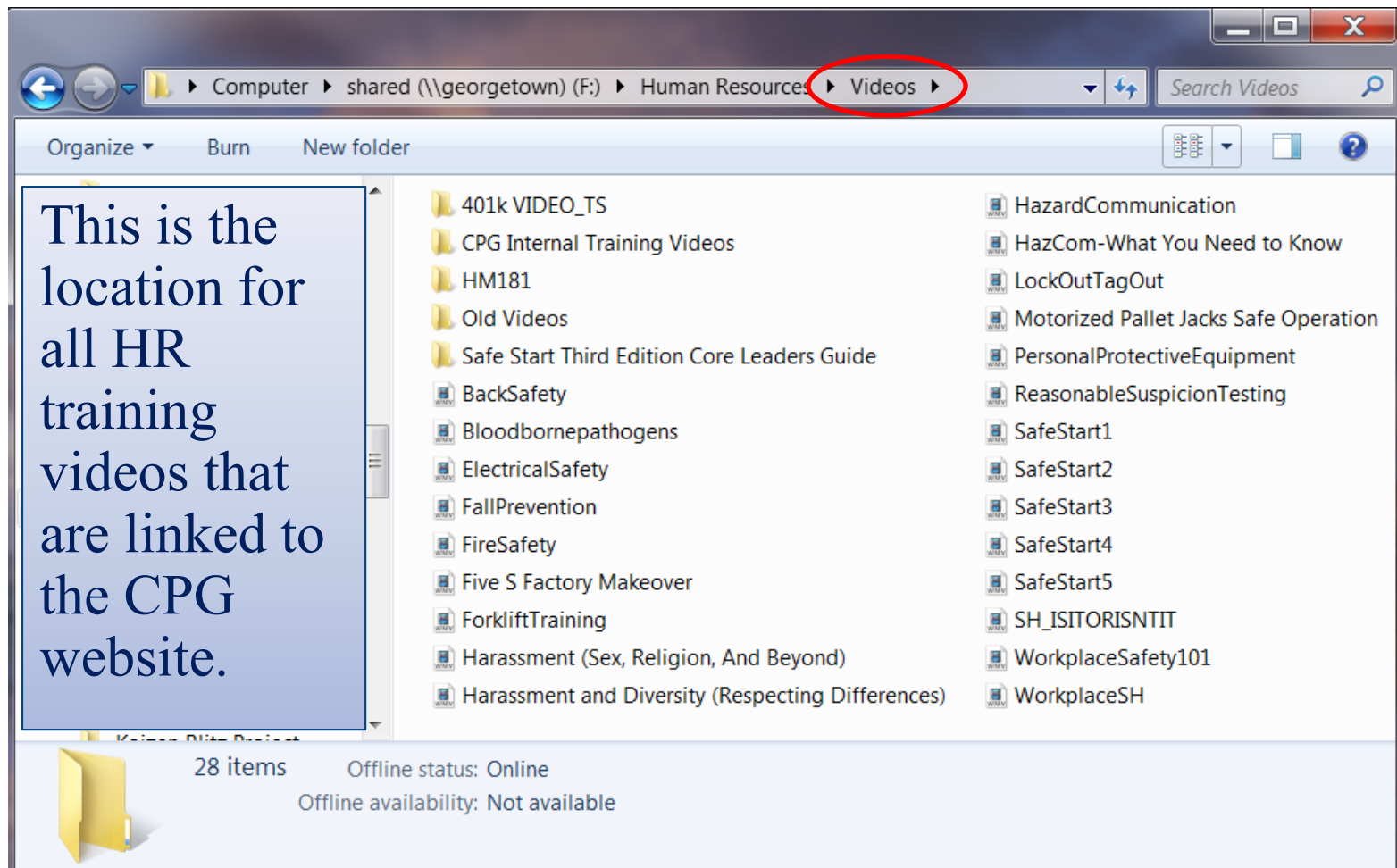
CPG Monthly HR Training

HR Shared Drive



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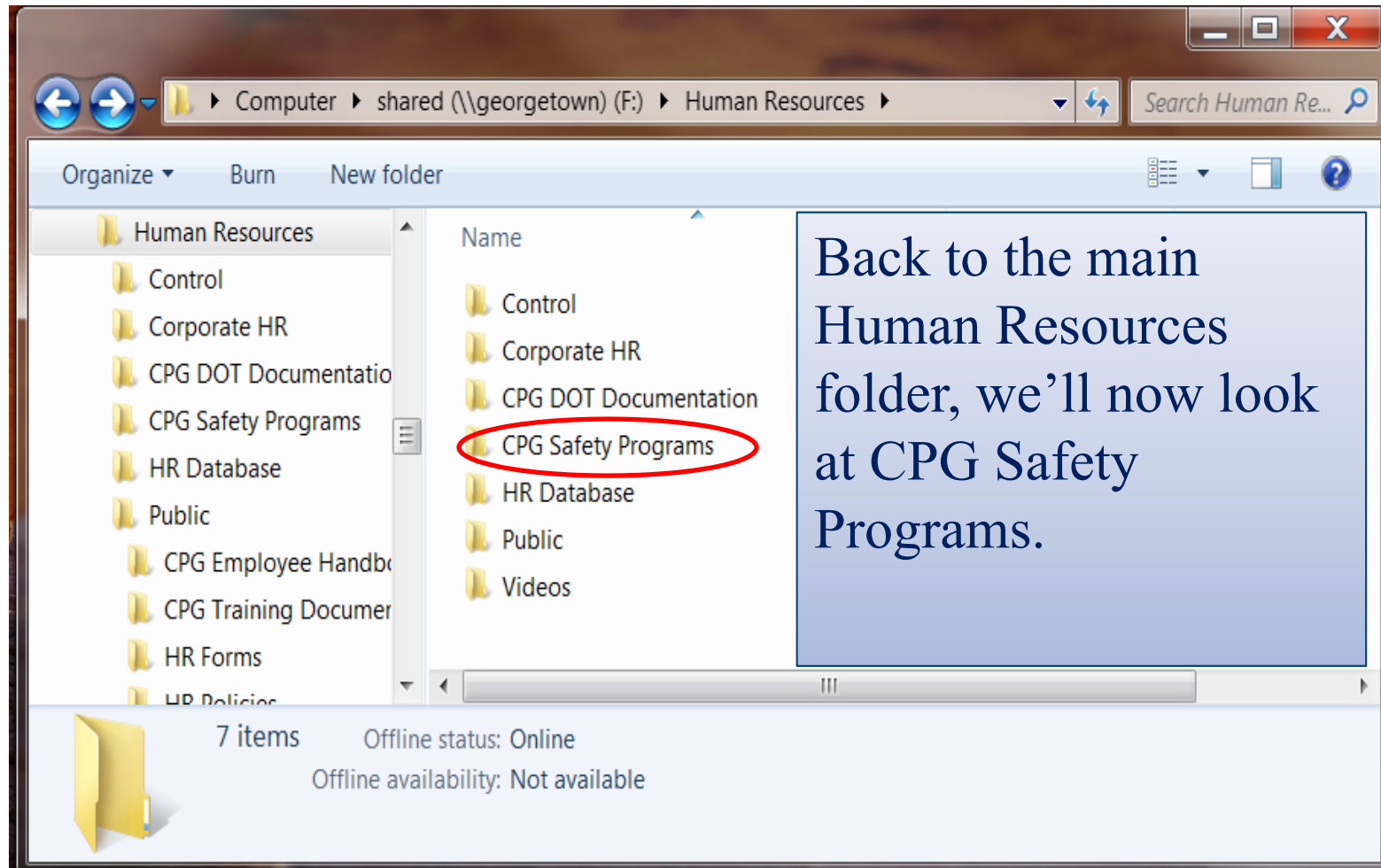
HR Shared Drive -- Videos



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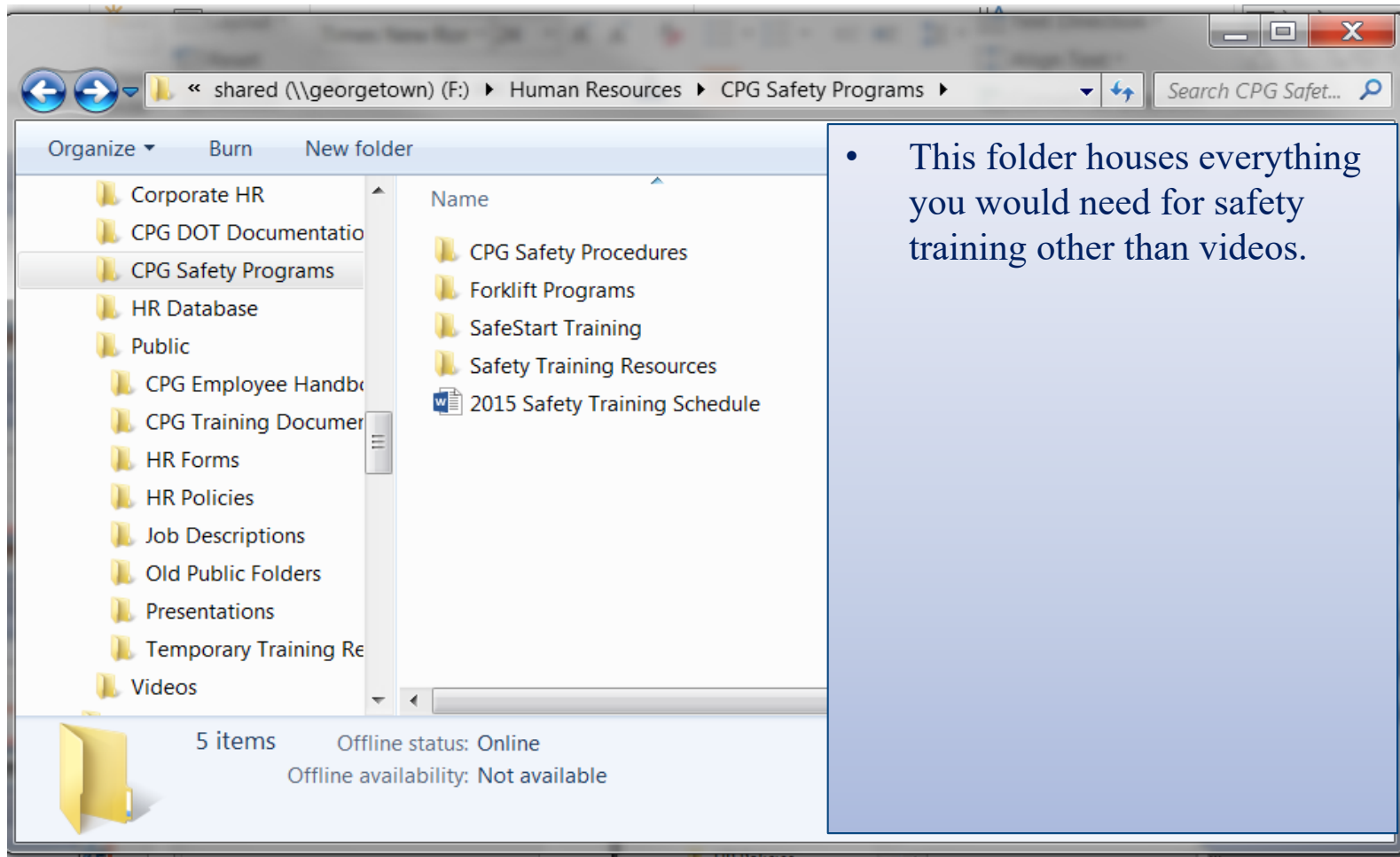
HR Shared Drive -- CPG Safety Programs



CPG Monthly HR Training



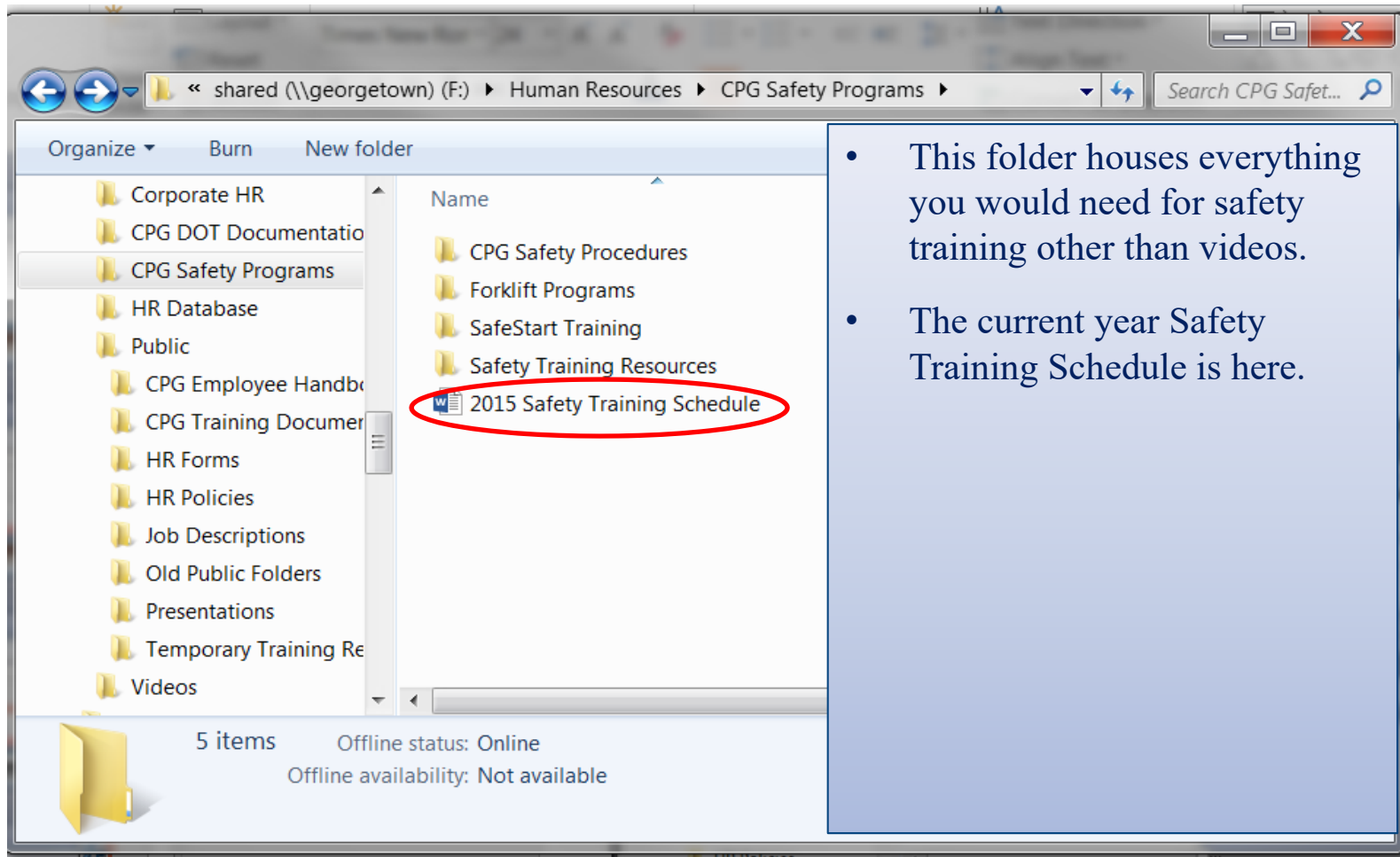
HR Shared Drive -- CPG Safety Programs



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HR Shared Drive -- CPG Safety Programs



CPG Monthly HR Training



HR Shared Drive -- CPG Safety Programs

The screenshot shows a Windows Explorer window with the address bar set to "shared (\\georgetown) (F:) > Human Resources > CPG Safety Programs". The left pane shows a tree view of folders, with "CPG Safety Programs" selected. The right pane shows the contents of this folder: "CPG Safety Procedures", "Forklift Programs" (circled in red), "SafeStart Training", "Safety Training Resources", and "2015 Safety Training Schedule". The status bar at the bottom indicates "5 items" and "Offline status: Online".

- This folder houses everything you would need for safety training other than videos.
- The current year Safety Training Schedule is here.
- Everything related to Forklift training and documentation is grouped together.

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HR Shared Drive -- CPG Safety Programs

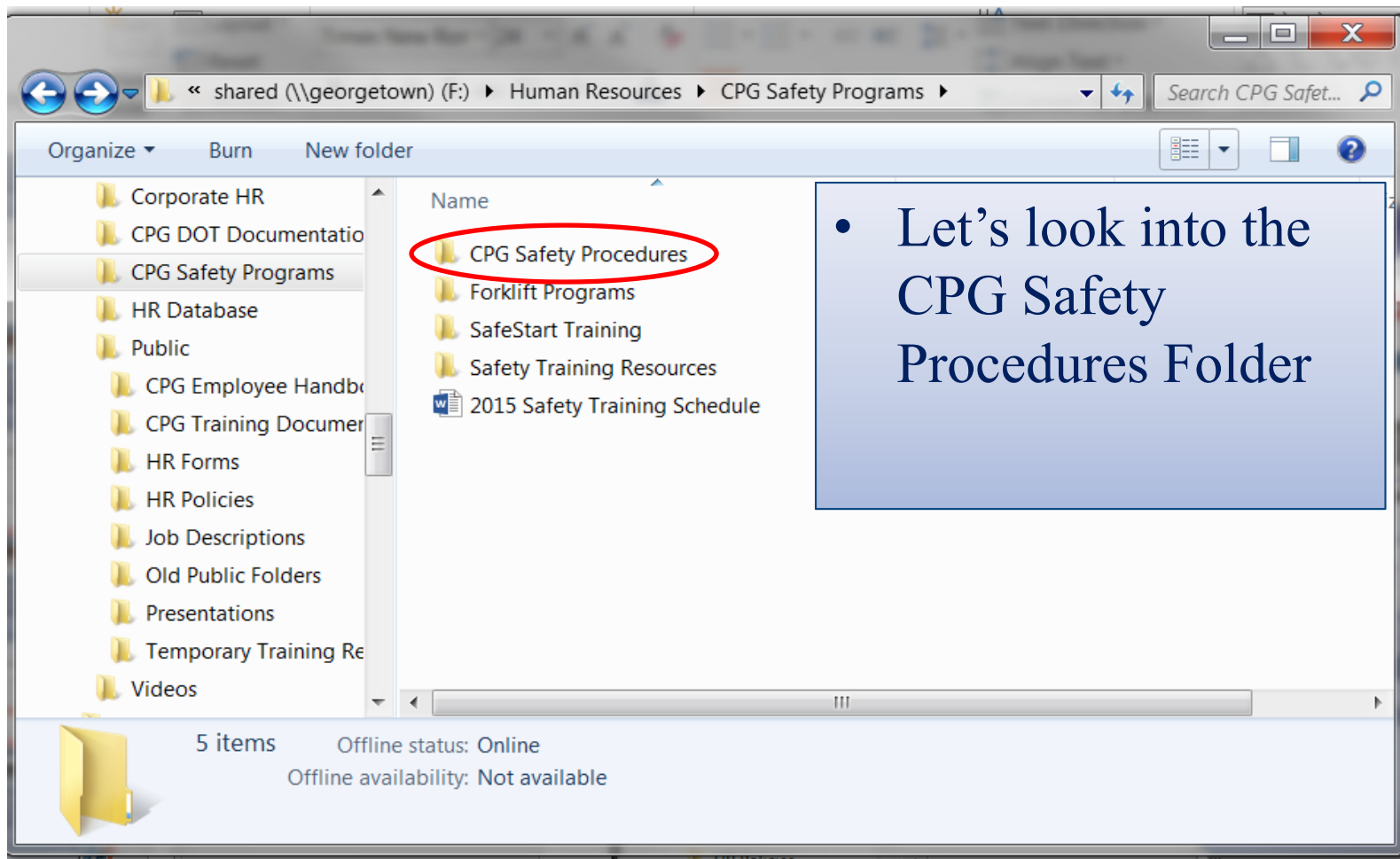
The screenshot shows a Windows Explorer window with the address bar set to 'shared (\\georgetown) (F:) > Human Resources > CPG Safety Programs'. The left pane shows a list of folders including 'Corporate HR', 'CPG DOT Documentation', 'CPG Safety Programs', 'HR Database', 'Public', 'CPG Employee Handb...', 'CPG Training Documen...', 'HR Forms', 'HR Policies', 'Job Descriptions', 'Old Public Folders', 'Presentations', 'Temporary Training Re', and 'Videos'. The right pane shows the contents of the 'CPG Safety Programs' folder, which includes 'CPG Safety Procedures', 'Forklift Programs', 'SafeStart Training' (highlighted with a red circle), 'Safety Training Resources', and '2015 Safety Training Schedule'. The status bar at the bottom indicates '5 items', 'Offline status: Online', and 'Offline availability: Not available'.

- This folder houses everything you would need for safety training other than videos.
- The current year Safety Training Schedule is here.
- Everything related to Forklift training and documentation is grouped together.
- Everything related to SafeStart training and documentation is grouped together (including videos).

CPG Monthly HR Training



HR Shared Drive -- CPG Safety Programs

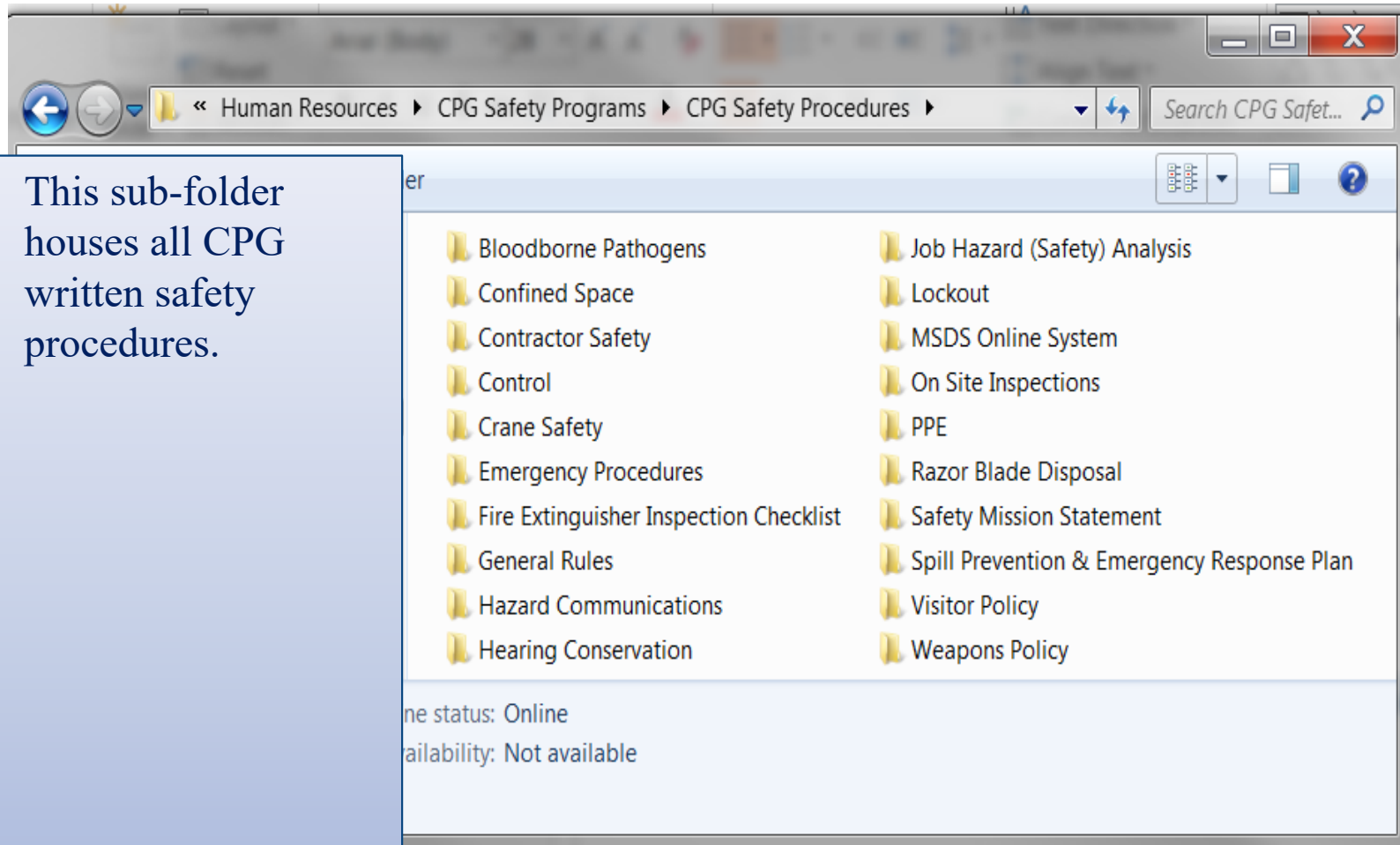


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HR Shared Drive -- CPG Safety Programs

- This sub-folder houses all CPG written safety procedures.

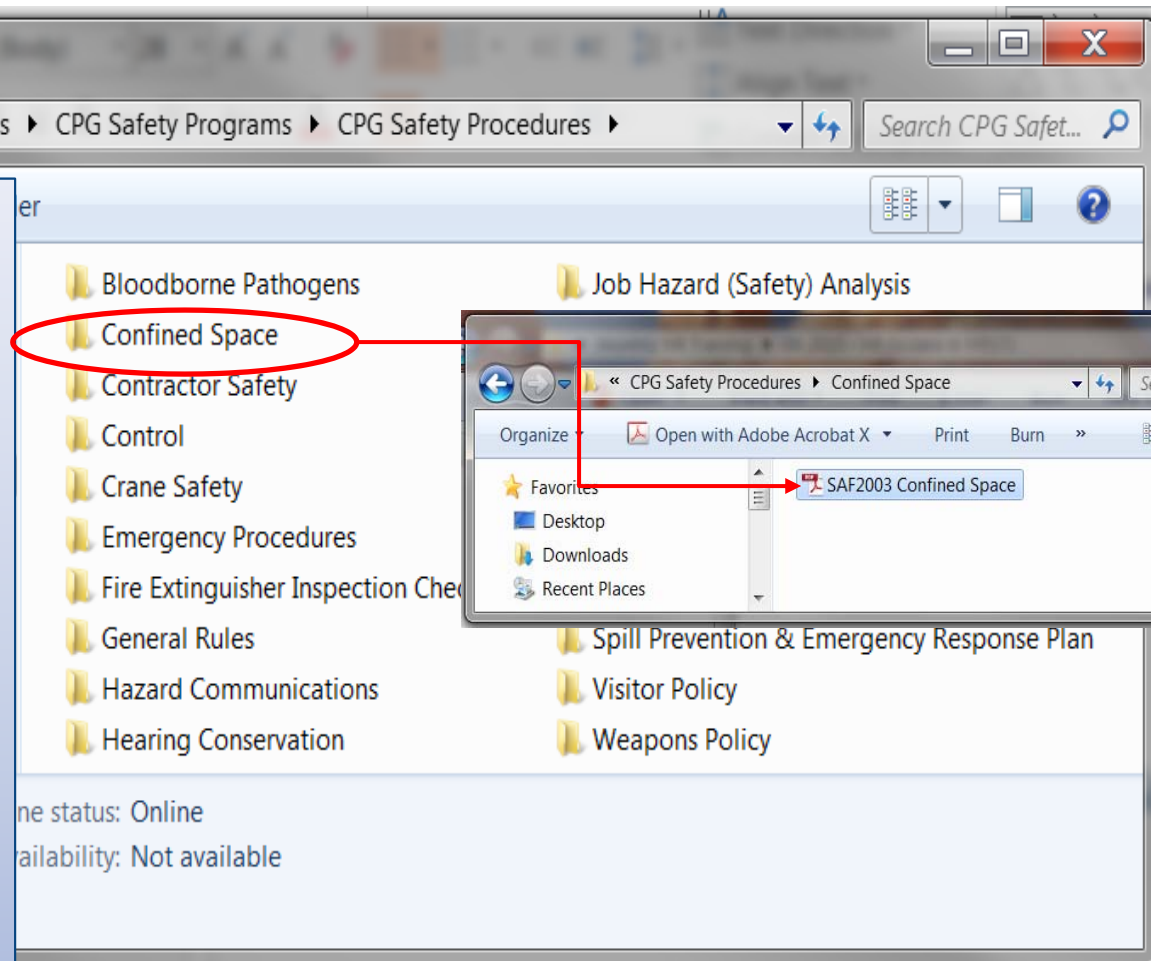


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HR Shared Drive -- CPG Safety Programs

- This sub-folder houses all CPG written safety procedures.
- Each folder contains a PDF version of the procedure along with documents, forms, checklists, etc. that accompany that procedure.

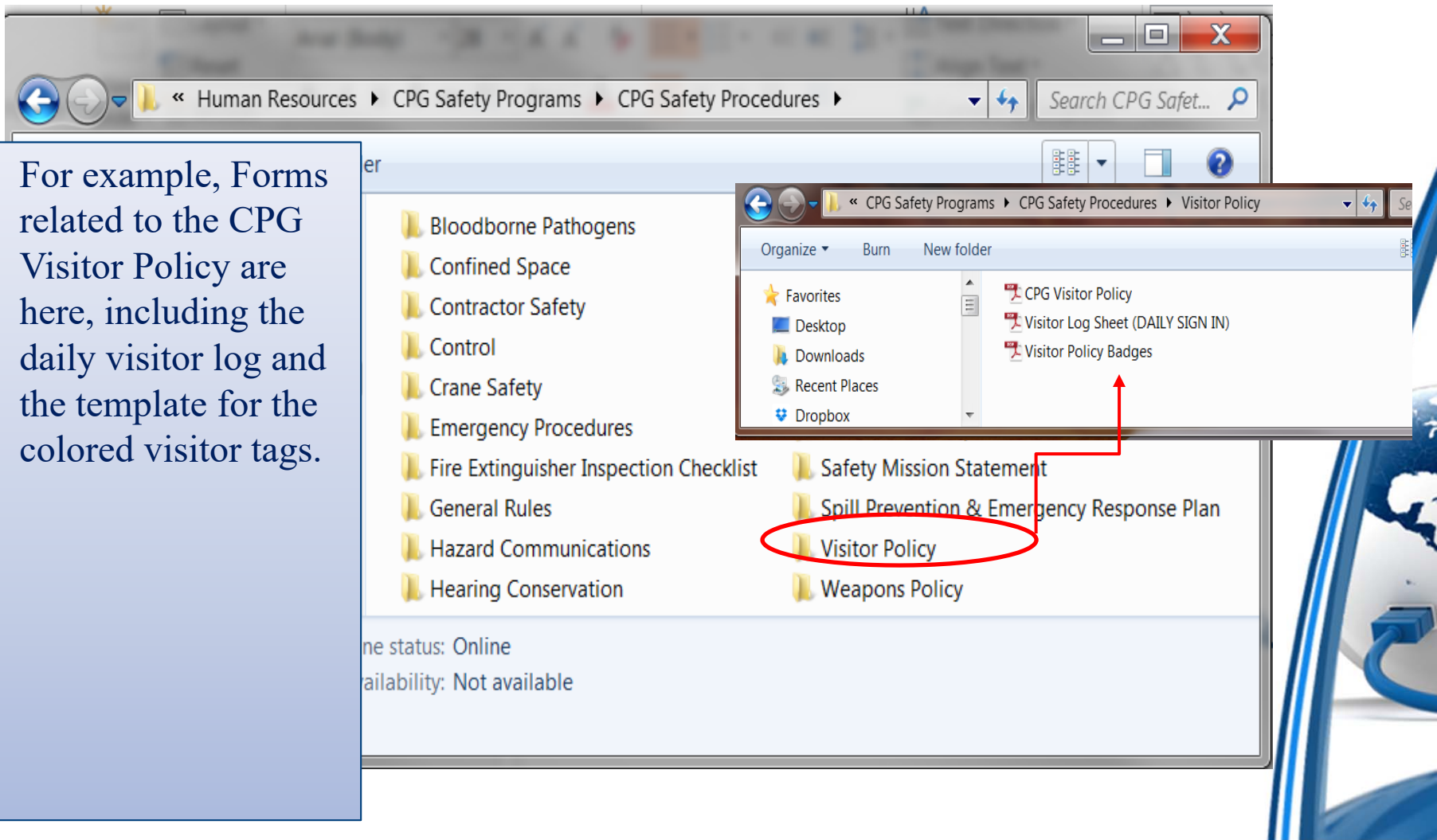


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HR Shared Drive -- CPG Safety Programs

- For example, Forms related to the CPG Visitor Policy are here, including the daily visitor log and the template for the colored visitor tags.

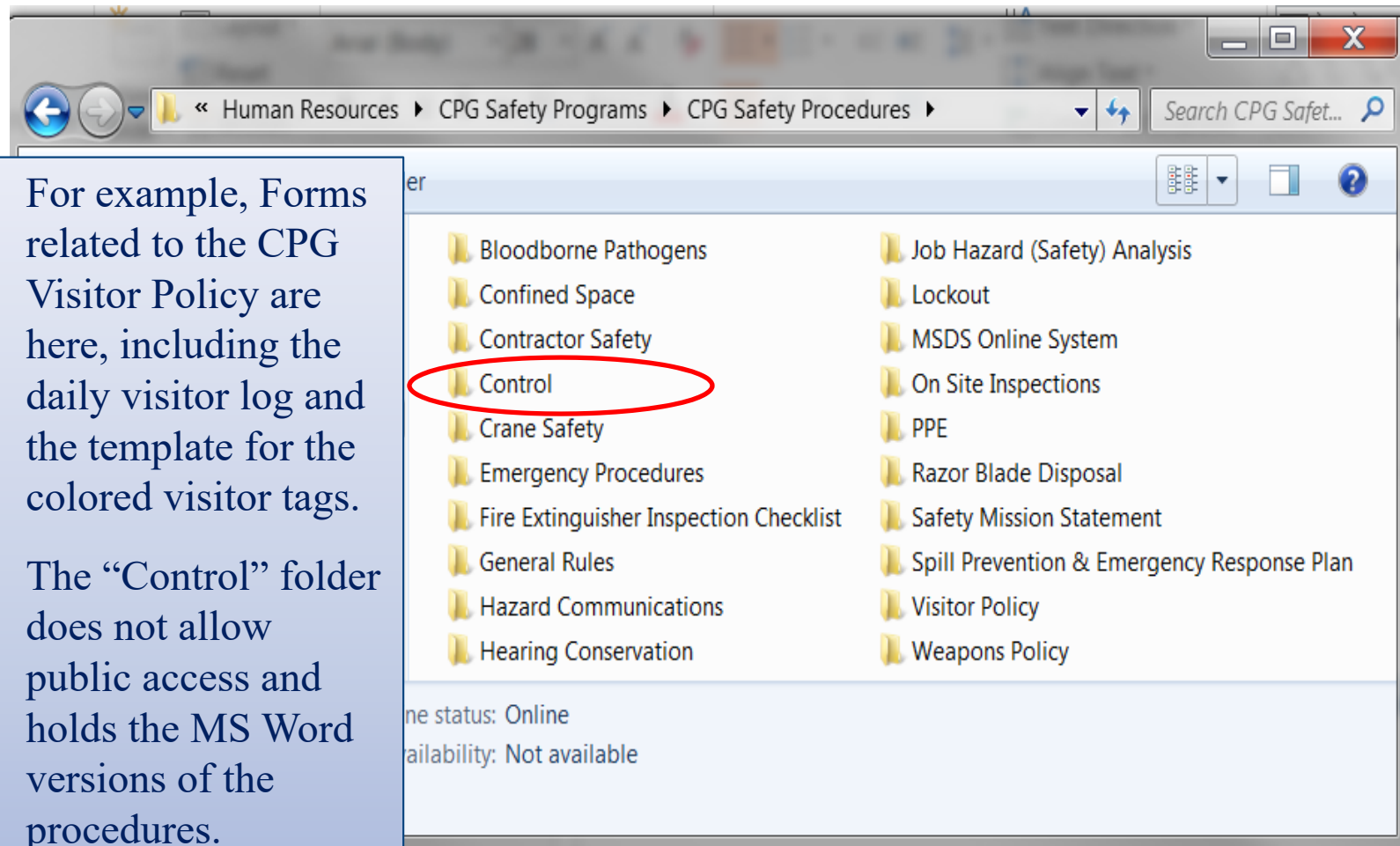


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HR Shared Drive -- CPG Safety Programs

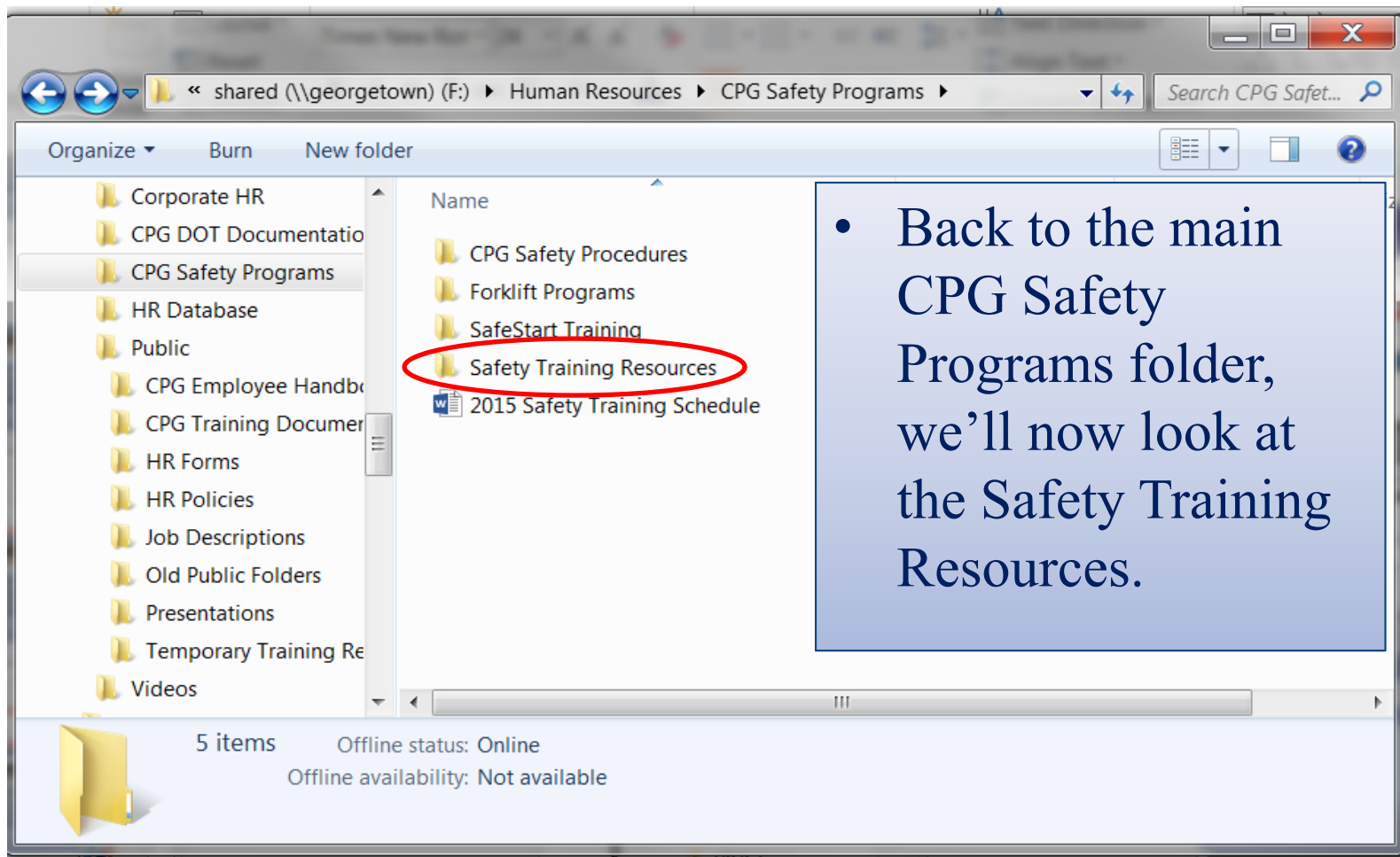
- For example, Forms related to the CPG Visitor Policy are here, including the daily visitor log and the template for the colored visitor tags.
- The “Control” folder does not allow public access and holds the MS Word versions of the procedures.



CPG Monthly HR Training



HR Shared Drive -- CPG Safety Programs



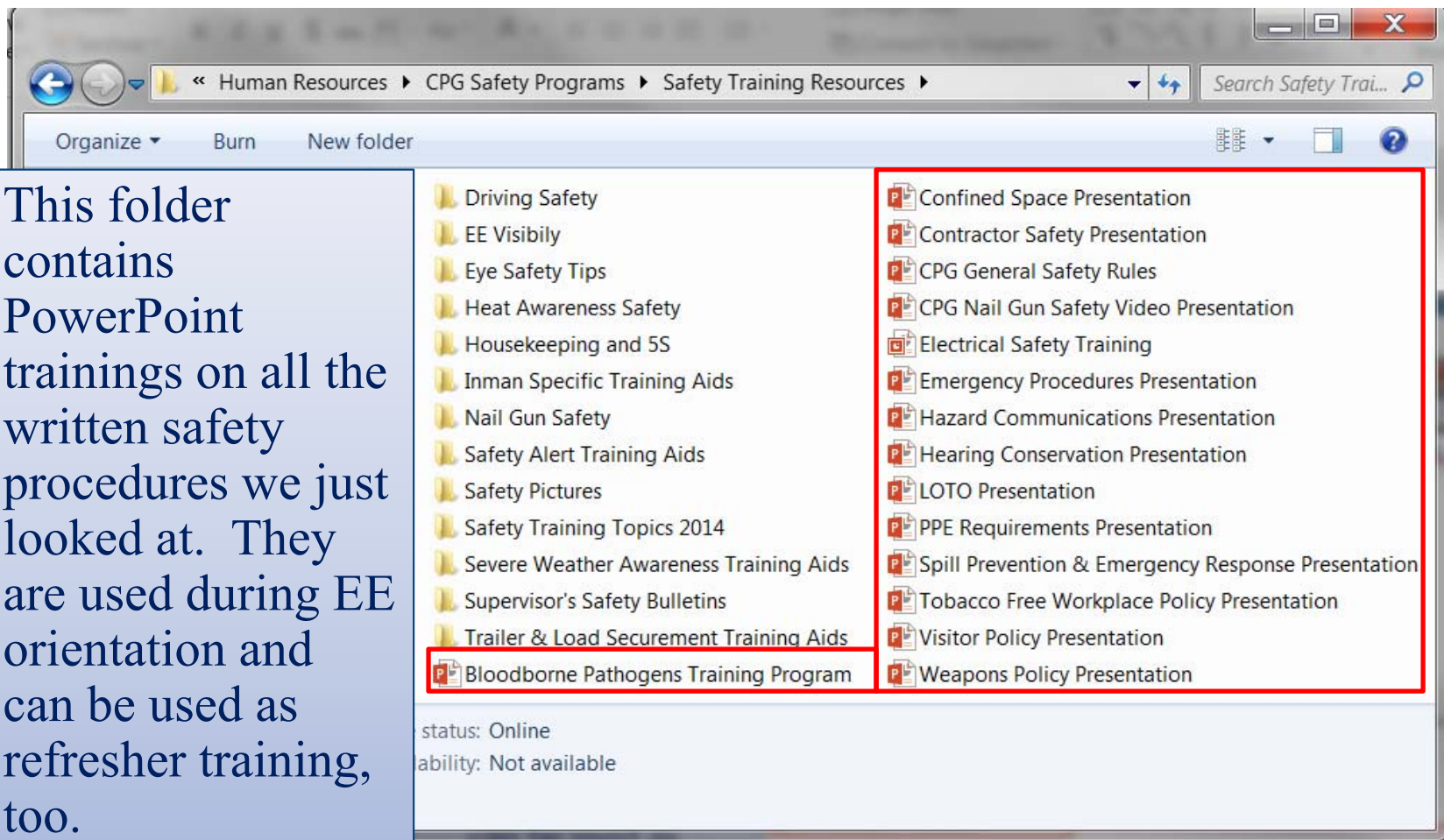
- Back to the main CPG Safety Programs folder, we'll now look at the Safety Training Resources.

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HR Shared Drive -- CPG Safety Programs

- This folder contains PowerPoint trainings on all the written safety procedures we just looked at. They are used during EE orientation and can be used as refresher training, too.

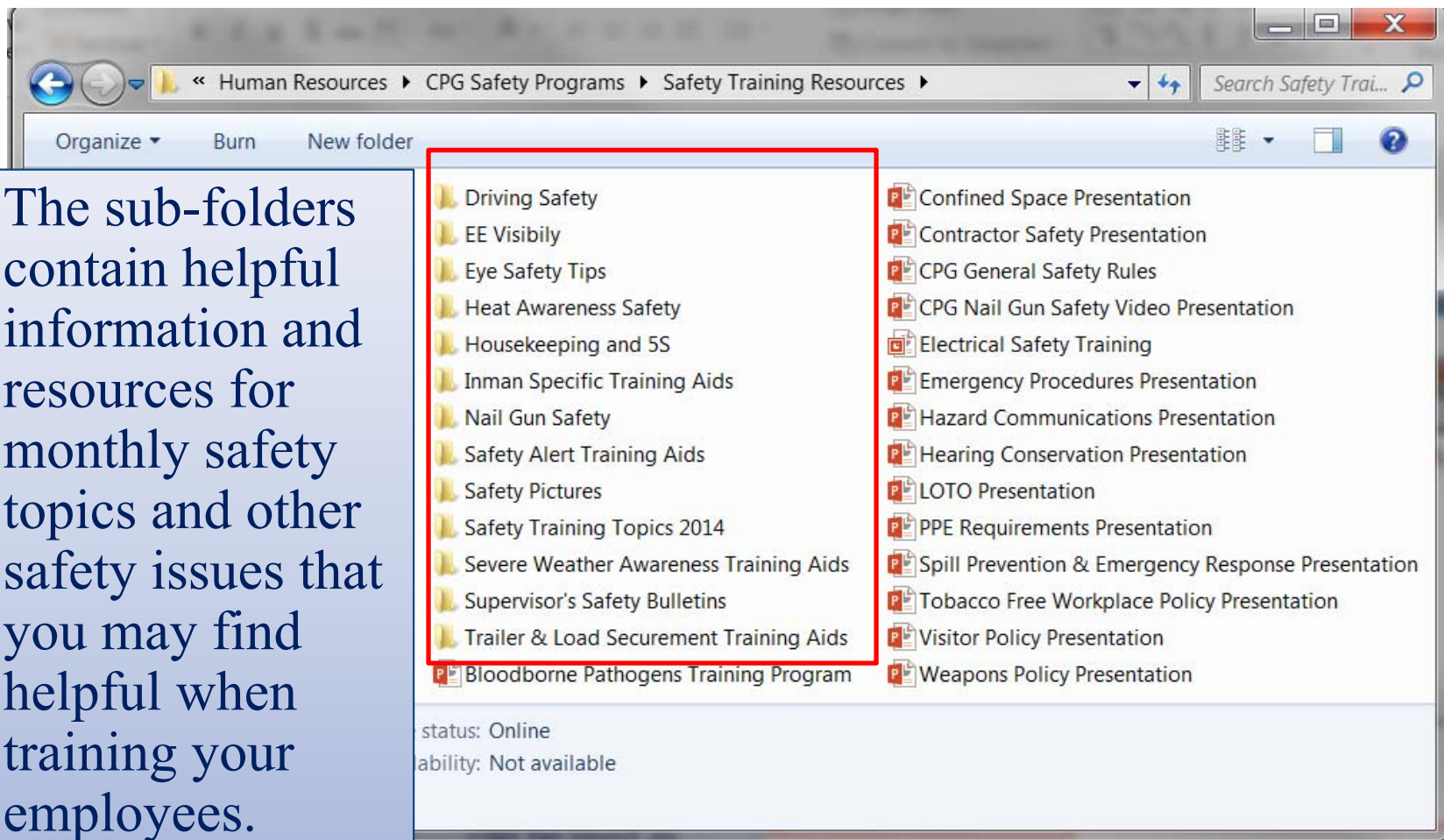


CPG Monthly HR Training



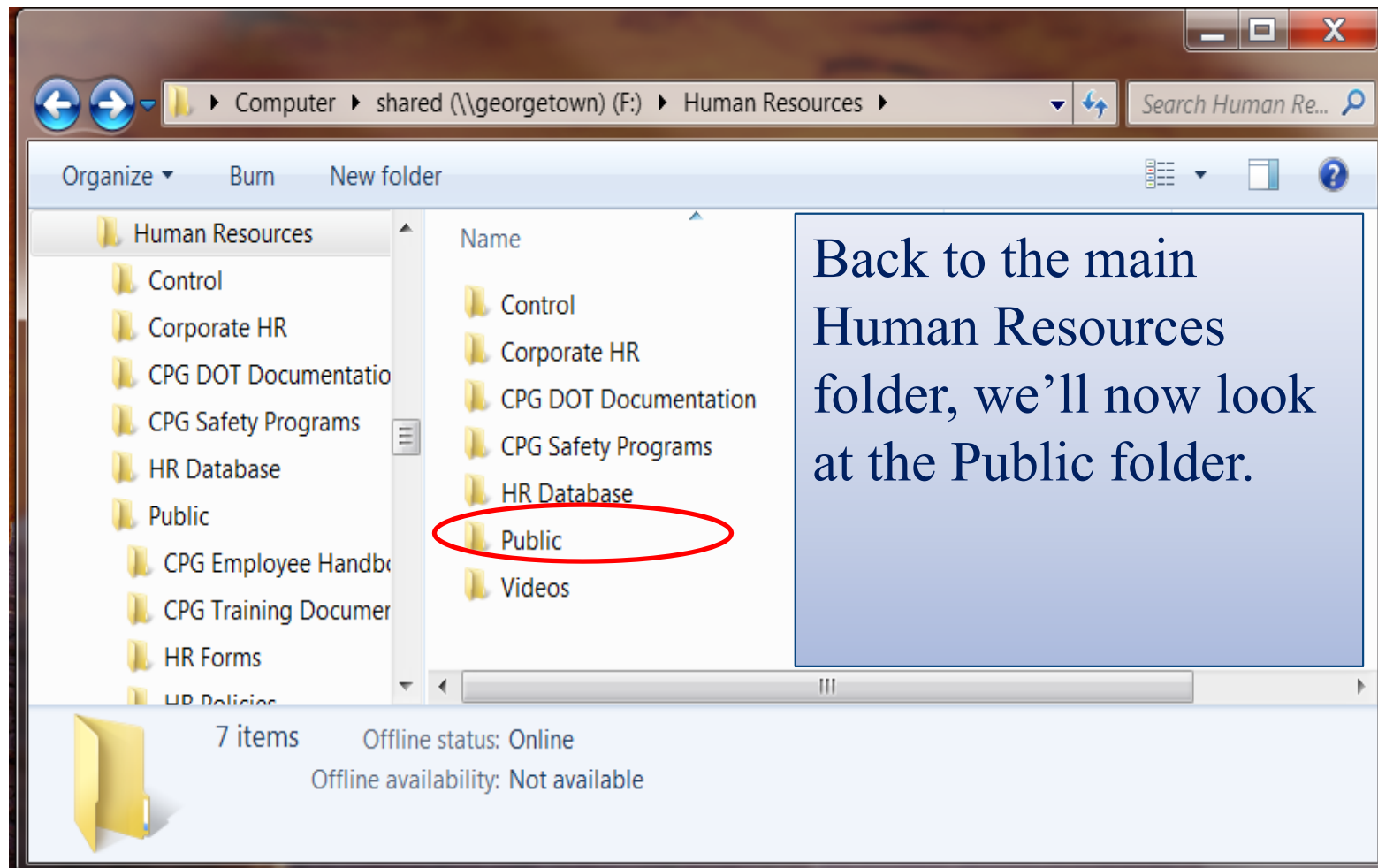
HR Shared Drive -- CPG Safety Programs

- The sub-folders contain helpful information and resources for monthly safety topics and other safety issues that you may find helpful when training your employees.



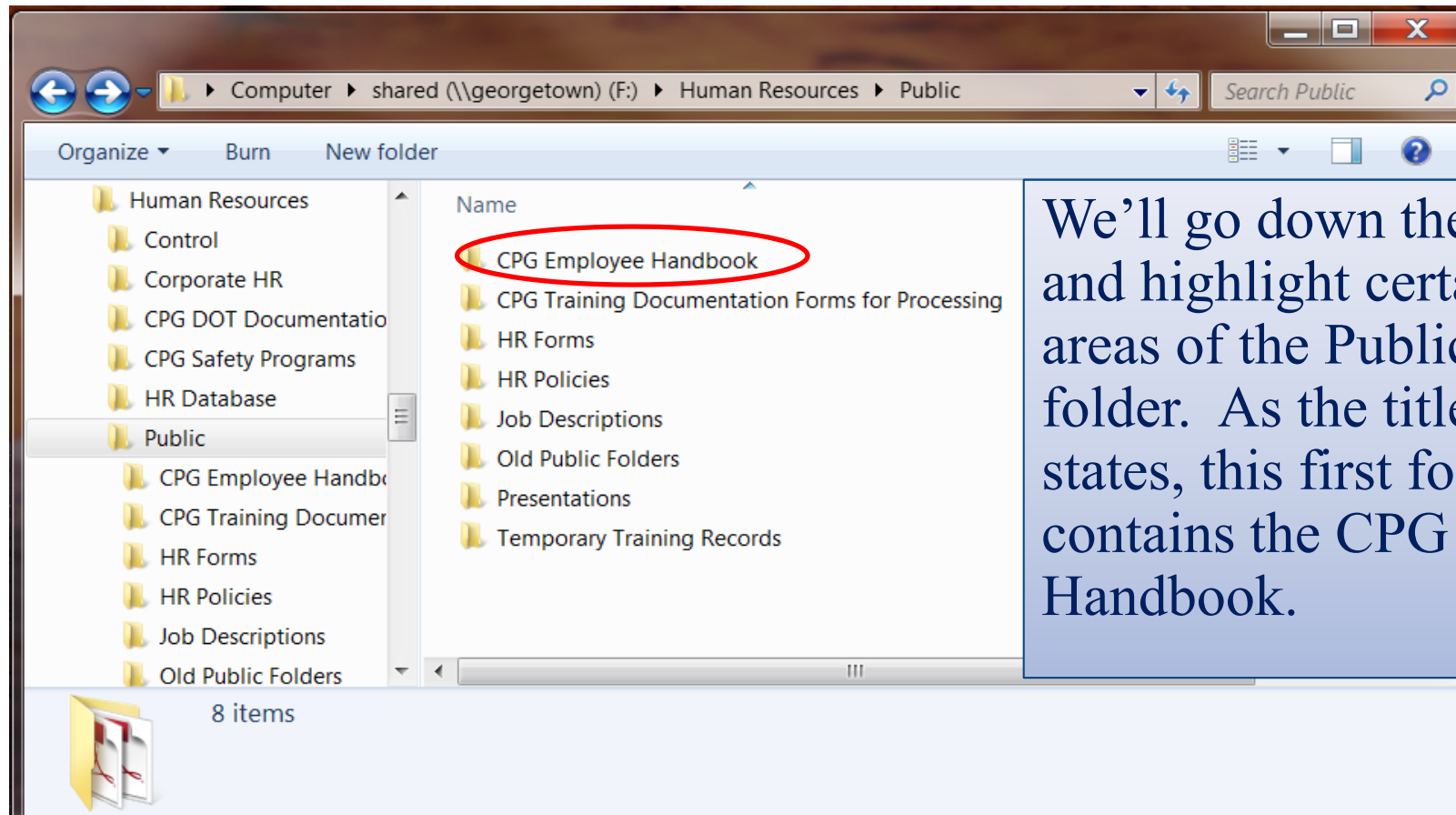
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HR Shared Drive -- Public



CPG Monthly HR Training

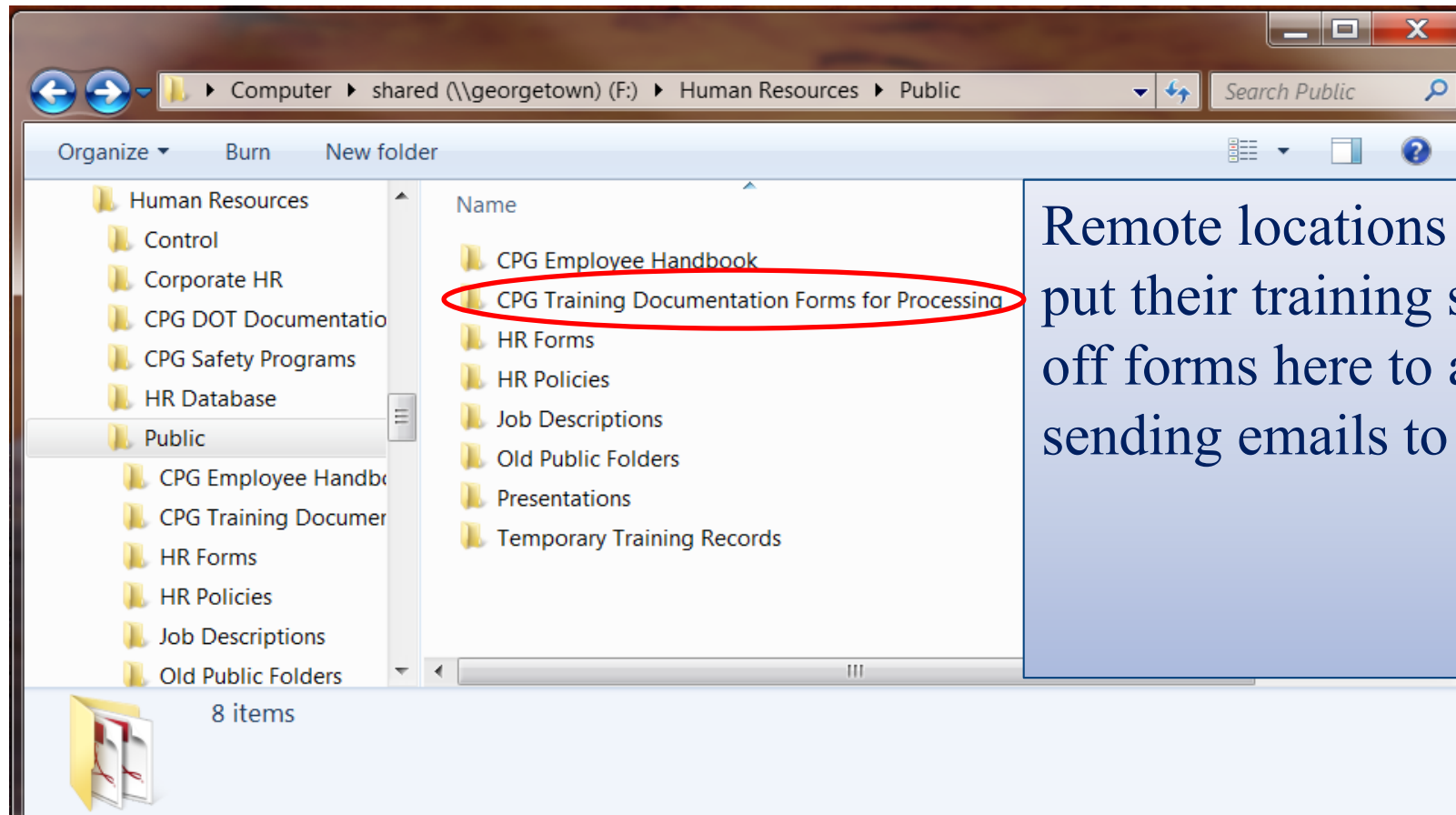
HR Shared Drive -- Public



We'll go down the list and highlight certain areas of the Public folder. As the title states, this first folder contains the CPG Handbook.

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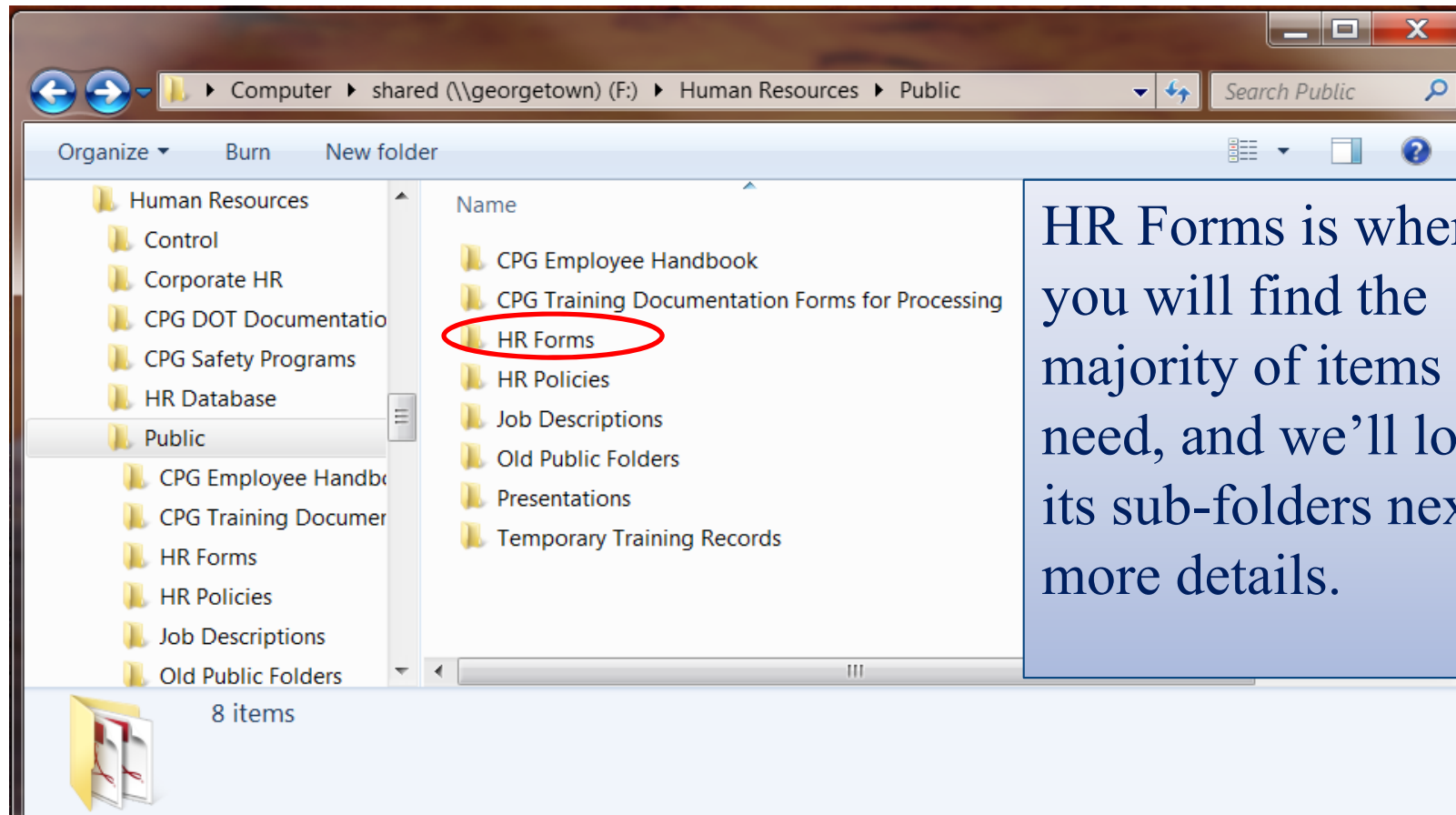
HR Shared Drive -- Public



Remote locations can put their training sign-off forms here to avoid sending emails to HR.

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HR Shared Drive -- Public



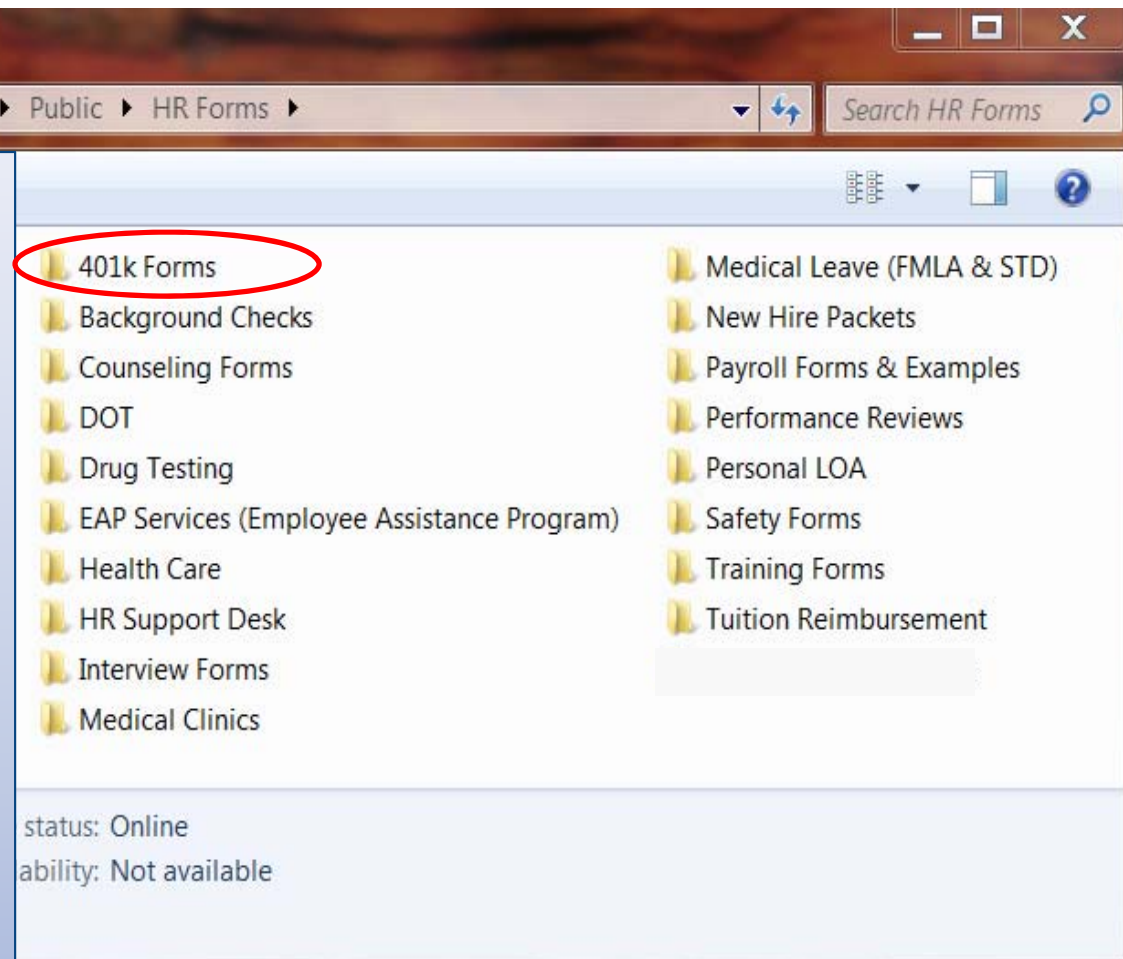
HR Forms is where you will find the majority of items you need, and we'll look at its sub-folders next for more details.

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HR Shared Drive -- Public



Here are 401k forms for enrollment, naming a beneficiary, and making changes to existing accounts.

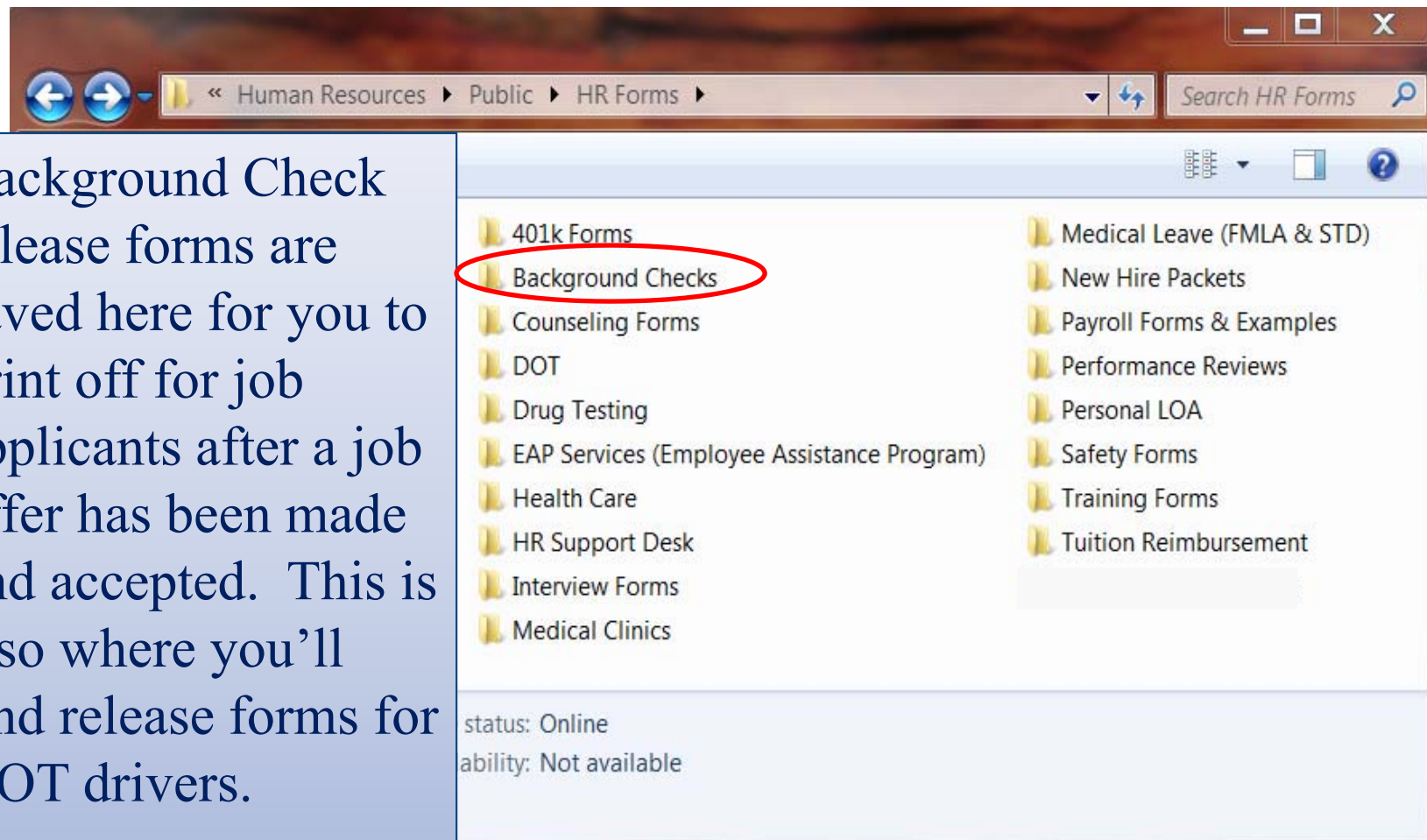


CPG Monthly HR Training

HR Shared Drive -- Public



Background Check release forms are saved here for you to print off for job applicants after a job offer has been made and accepted. This is also where you'll find release forms for DOT drivers.

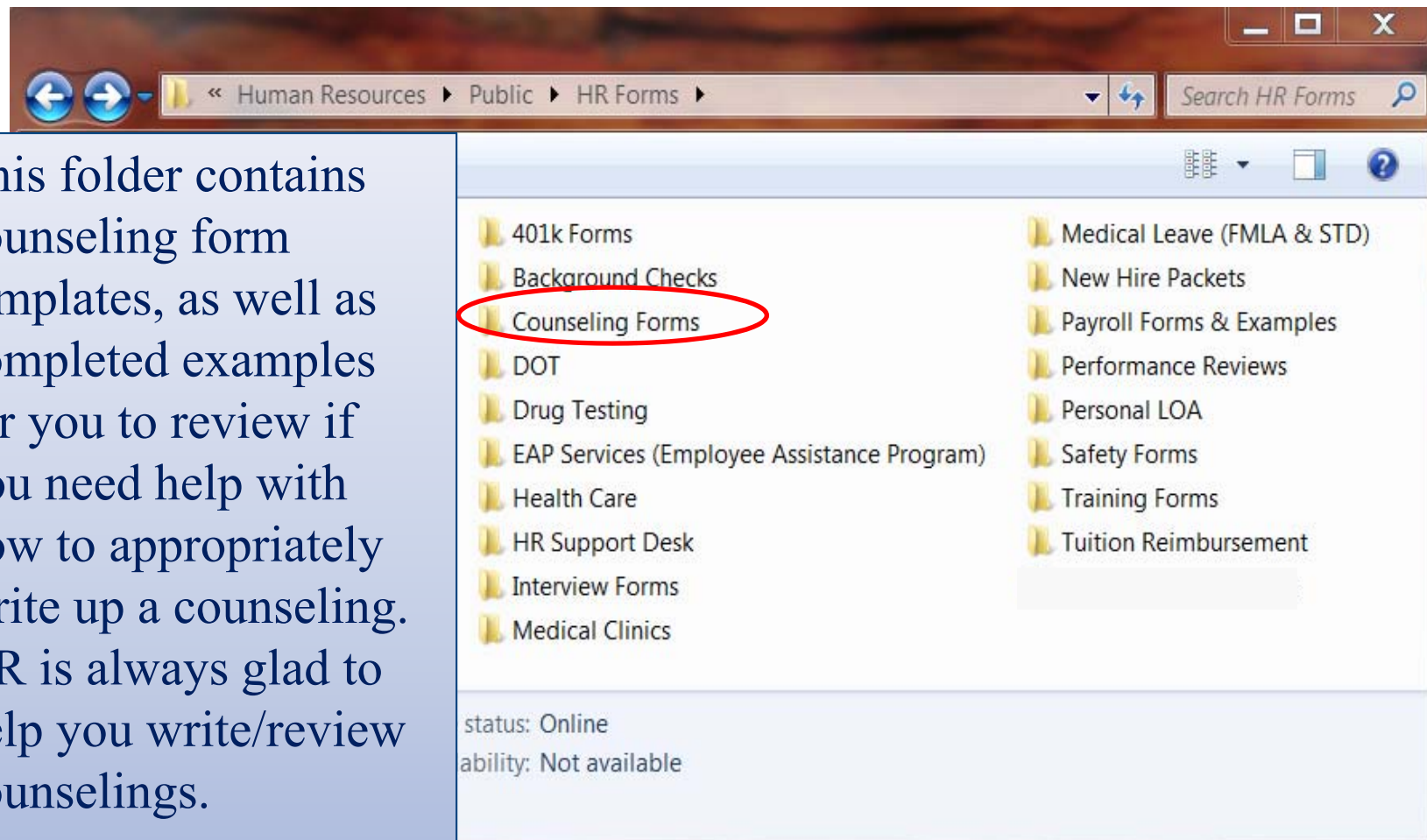


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This folder contains counseling form templates, as well as completed examples for you to review if you need help with how to appropriately write up a counseling. HR is always glad to help you write/review counselings.

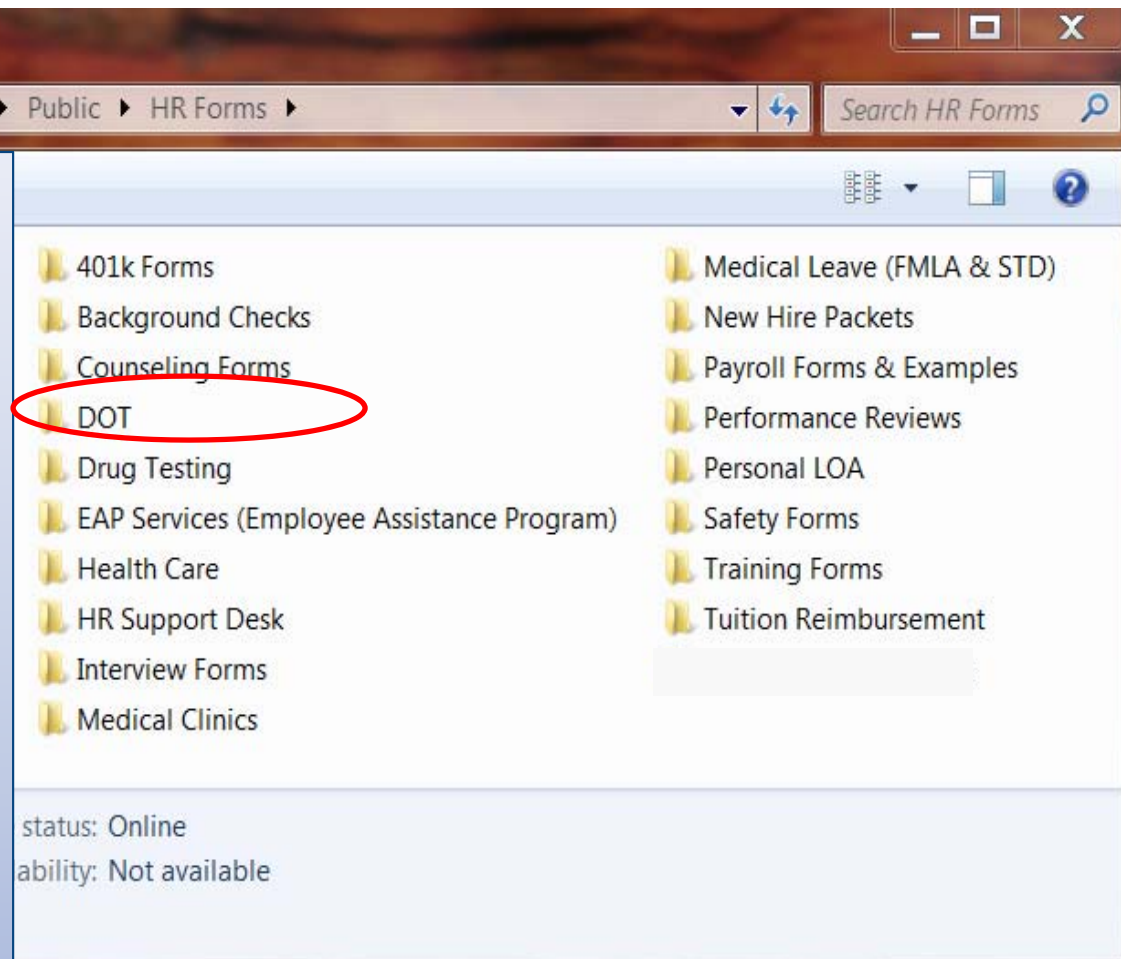


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This folder has forms related to driving records and medical exams for DOT drivers.

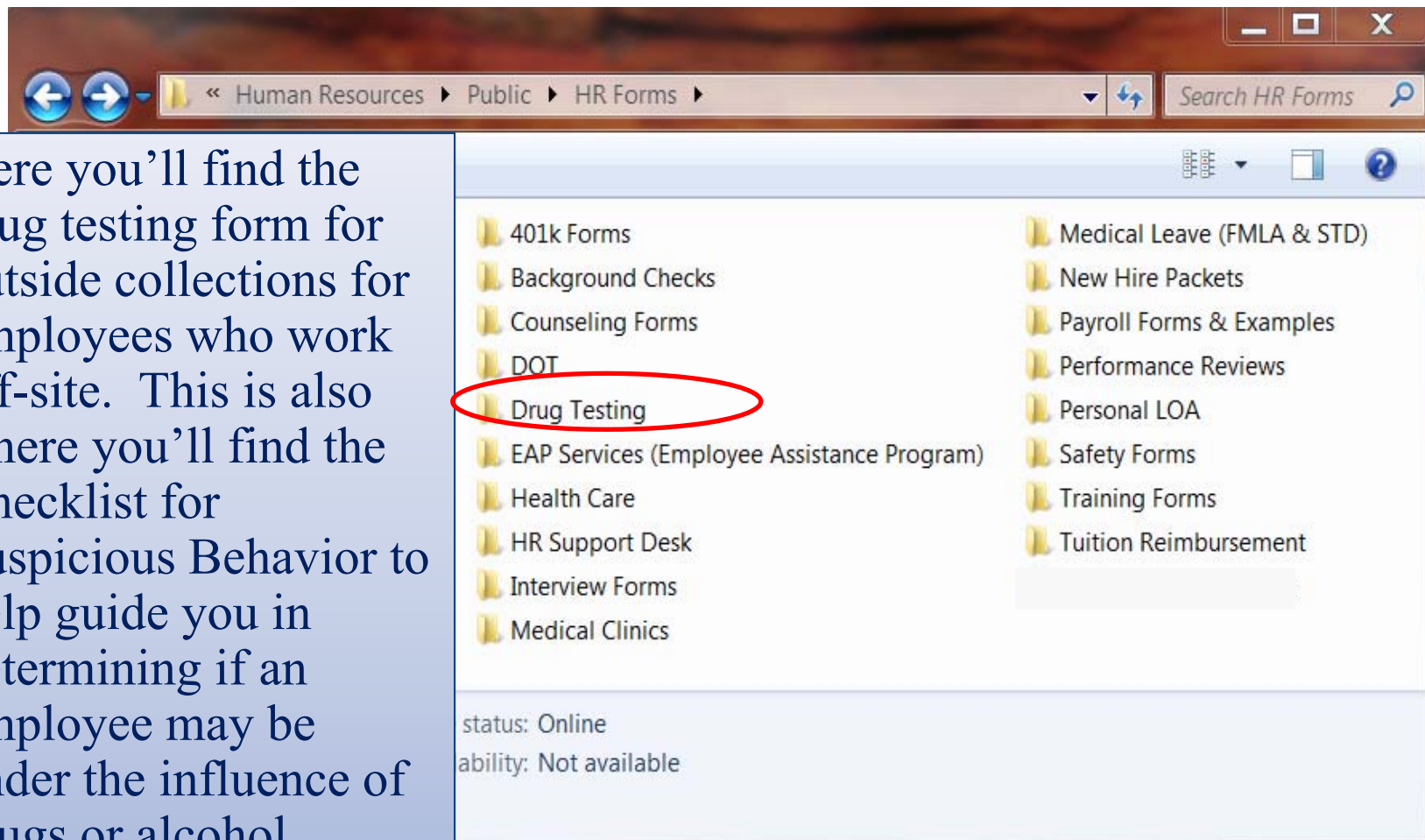


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Here you'll find the drug testing form for outside collections for employees who work off-site. This is also where you'll find the Checklist for Suspicious Behavior to help guide you in determining if an employee may be under the influence of drugs or alcohol.

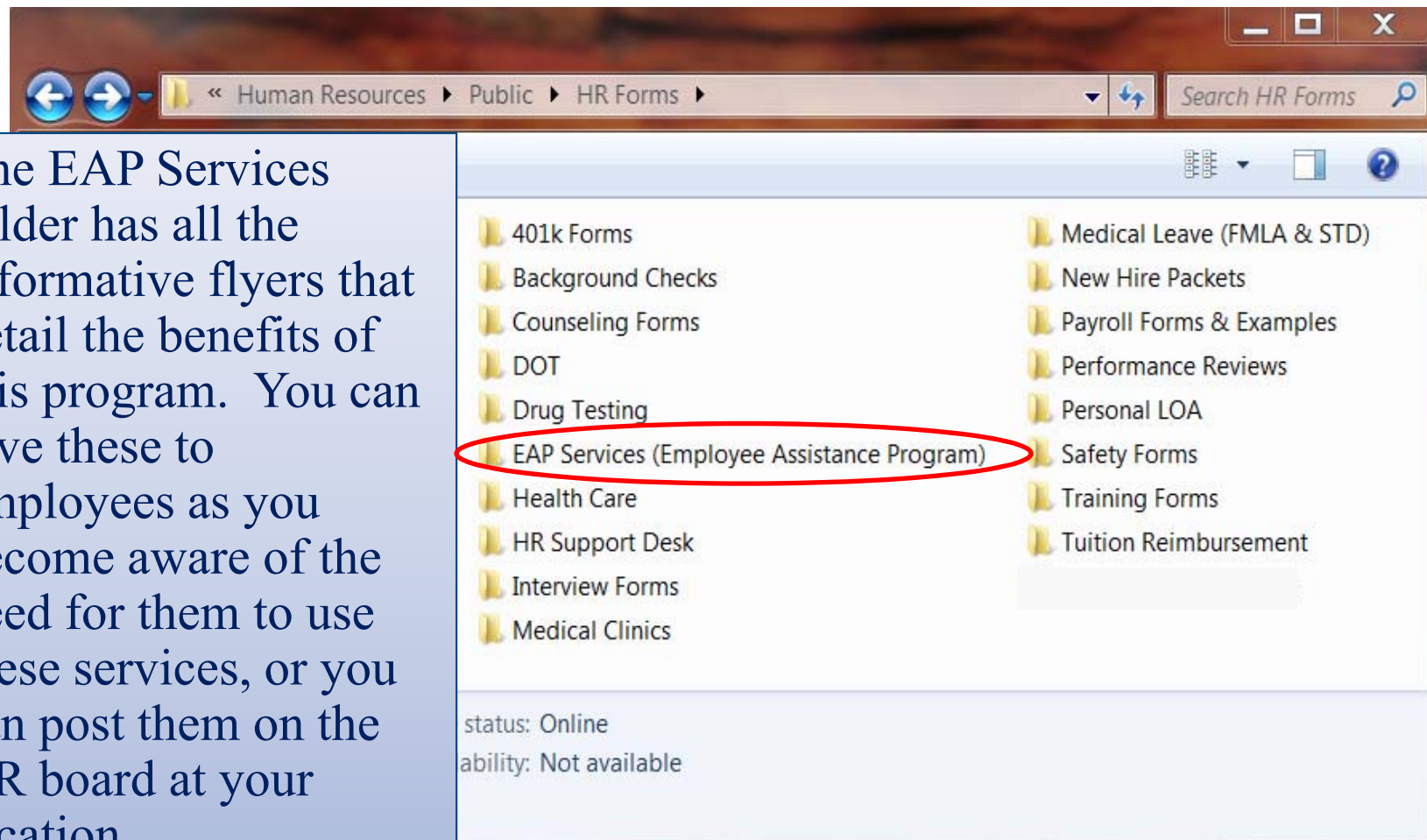


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The EAP Services folder has all the informative flyers that detail the benefits of this program. You can give these to employees as you become aware of the need for them to use these services, or you can post them on the HR board at your location.

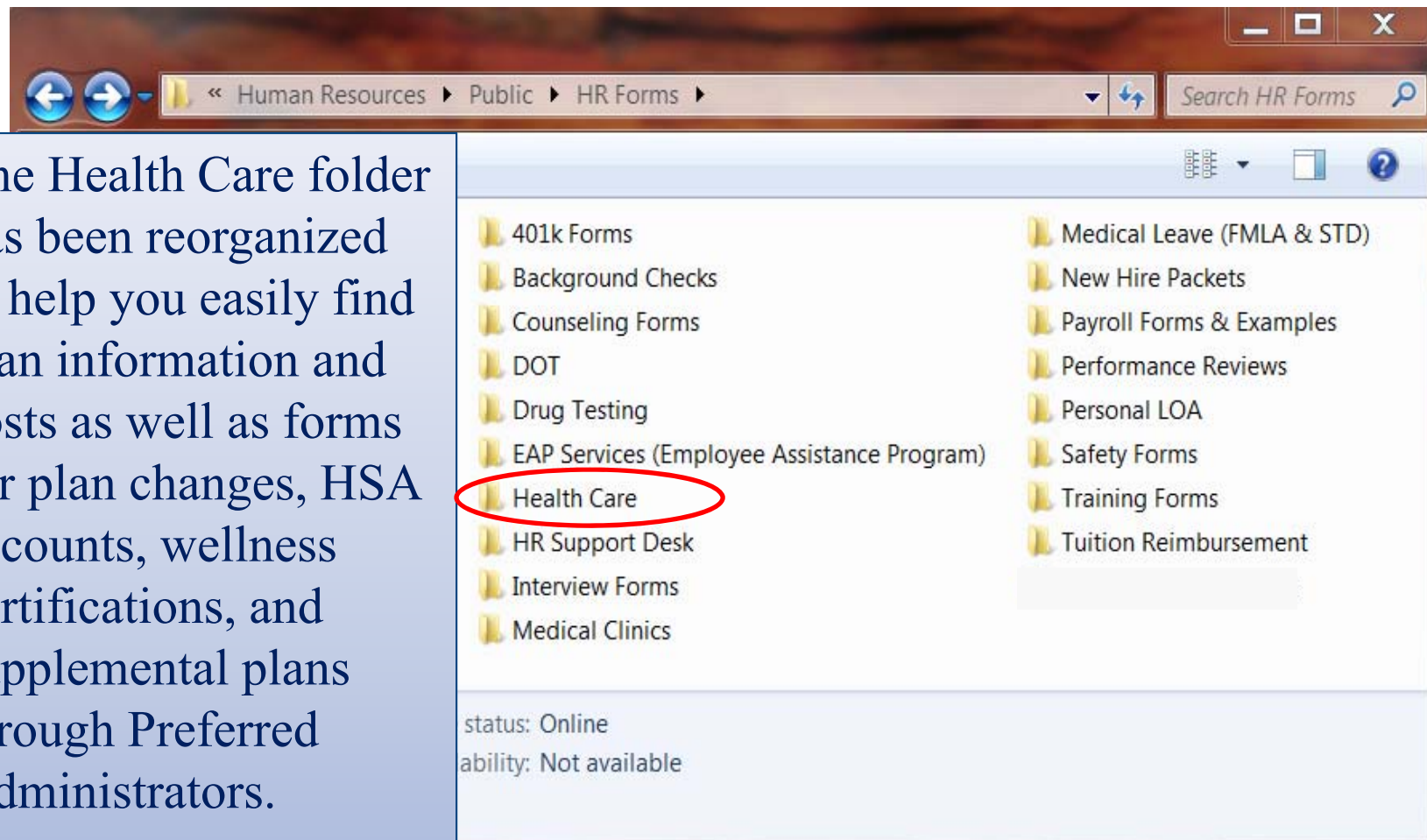


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The Health Care folder has been reorganized to help you easily find plan information and costs as well as forms for plan changes, HSA accounts, wellness certifications, and supplemental plans through Preferred Administrators.

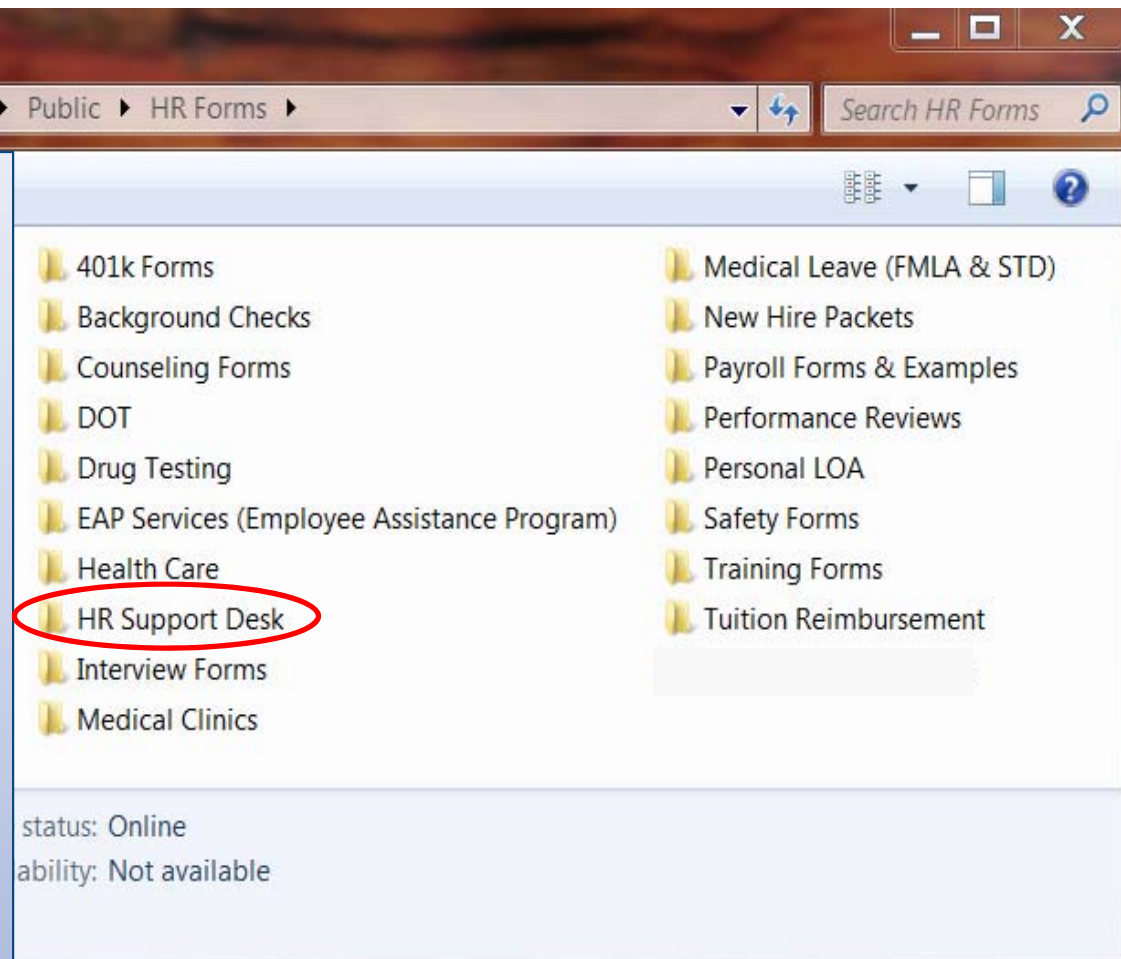


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The HR Support Desk flyer is located here if you need to print it for your local HR information board.

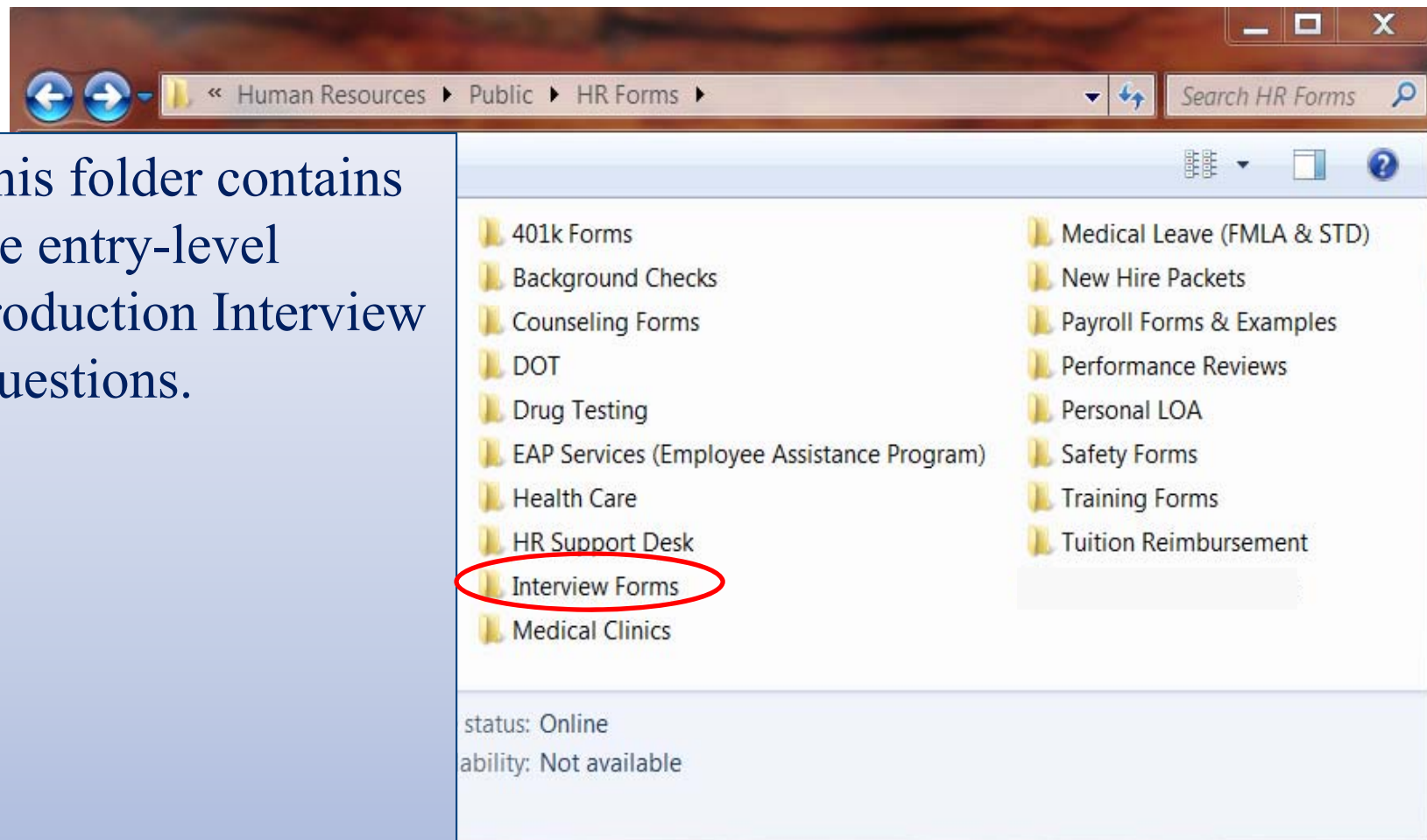


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This folder contains the entry-level production Interview Questions.

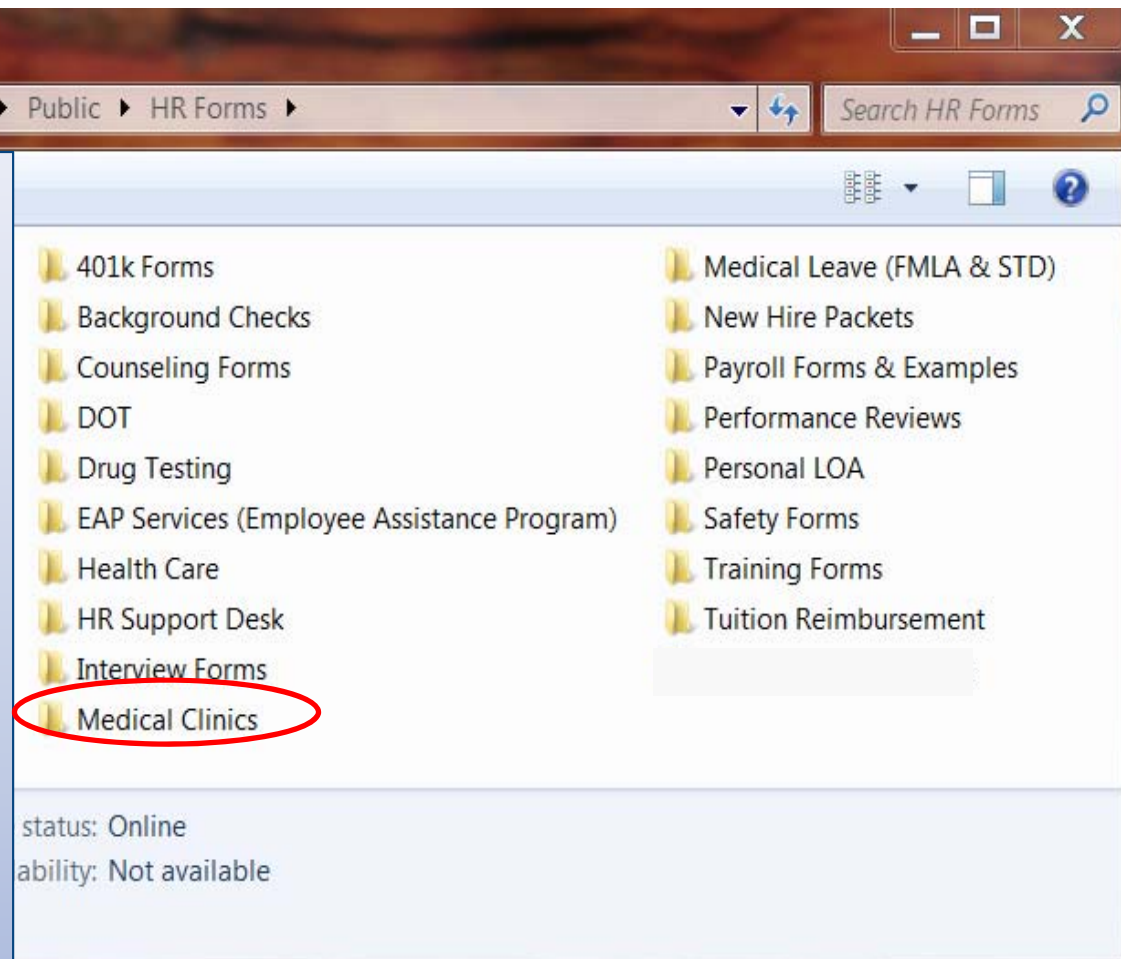


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The medical clinics folder has maps to 2 of the facilities used in the NAO, but what may be helpful are the lists of clinics used for both pre-employment and post-accident for all CPG locations.

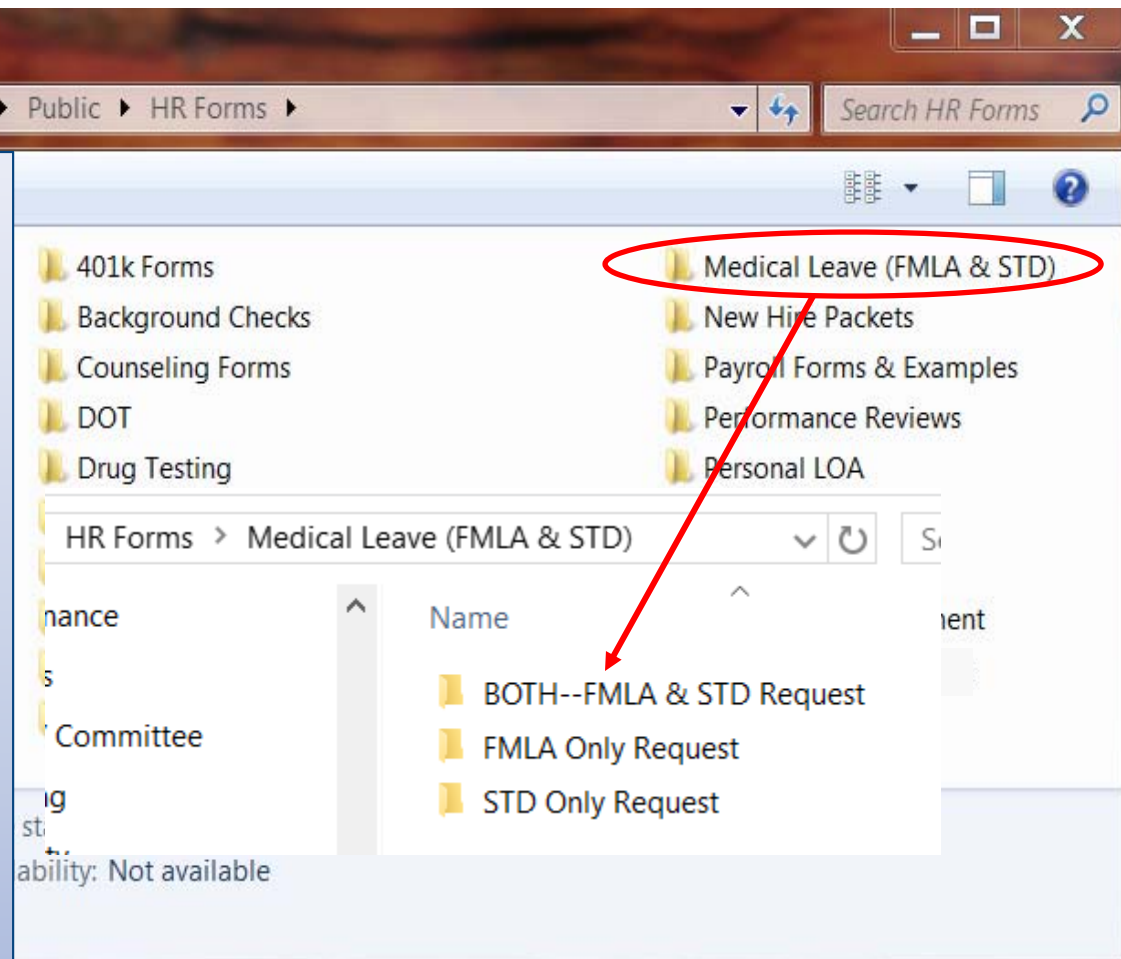


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This folder houses all the forms for FMLA and STD medical leaves. As you can see, the forms are sorted by leave type, so you can print everything in the applicable folder for completion, whether the leave is for FMLA only, STD only, or both types of leave.

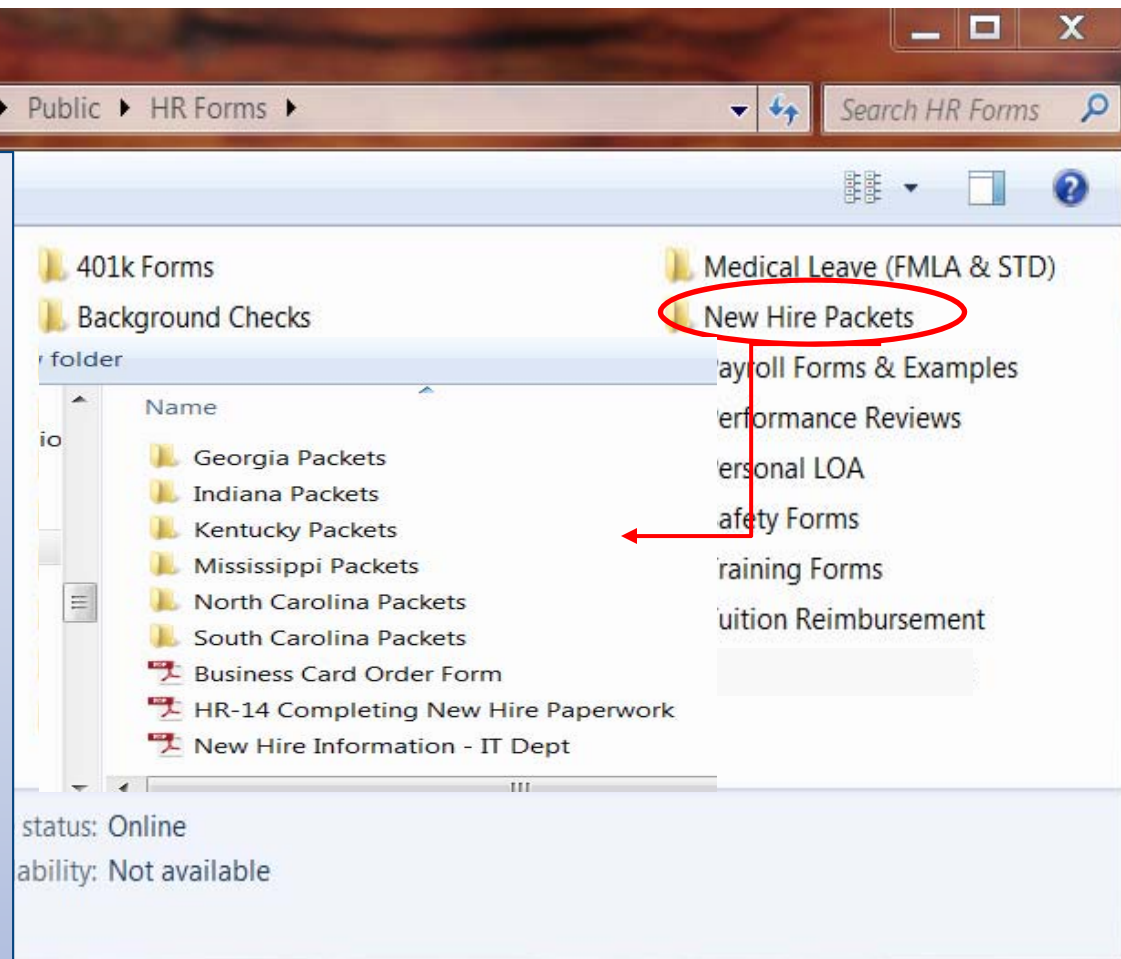


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- The new hire paperwork is located here.

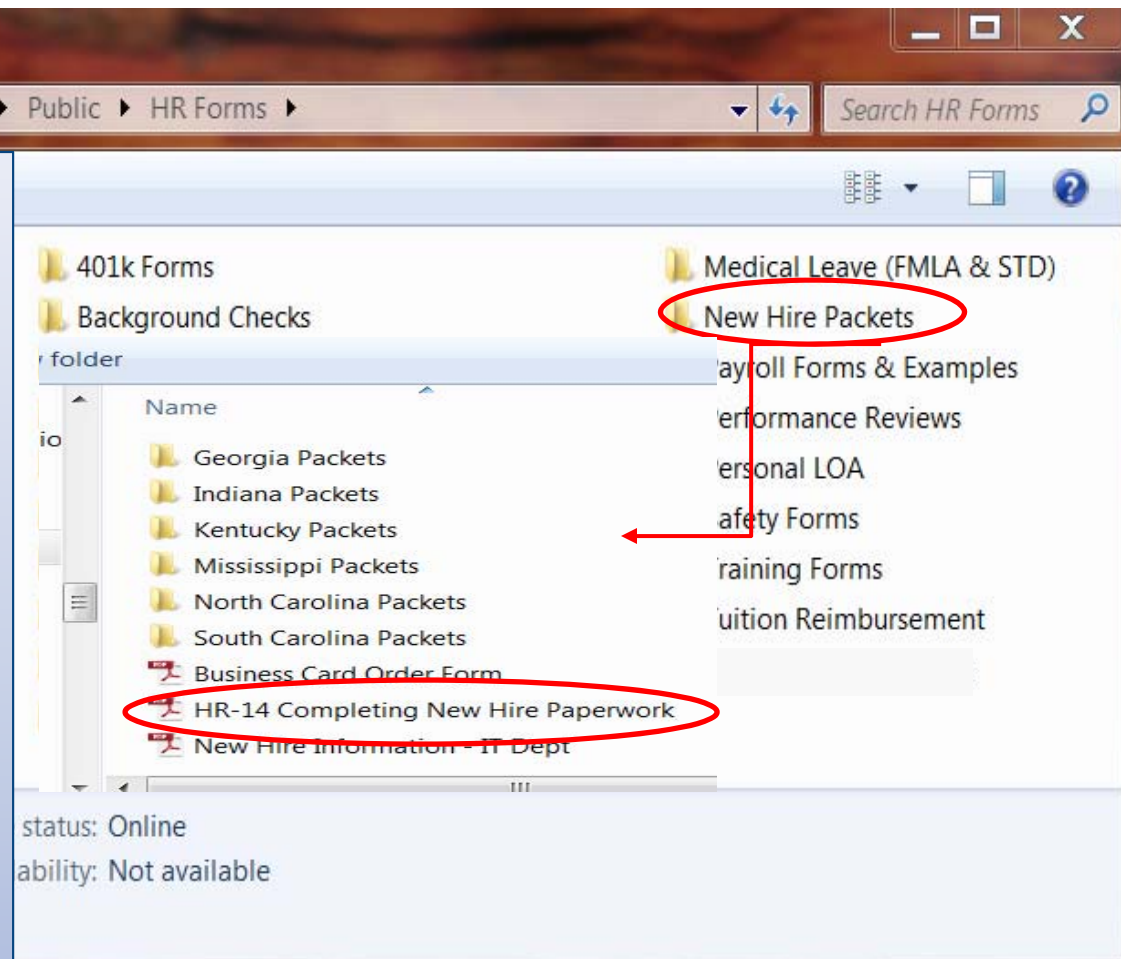


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- The new hire paperwork is located here.
- You'll also find a detailed procedure on how to complete the paperwork correctly.

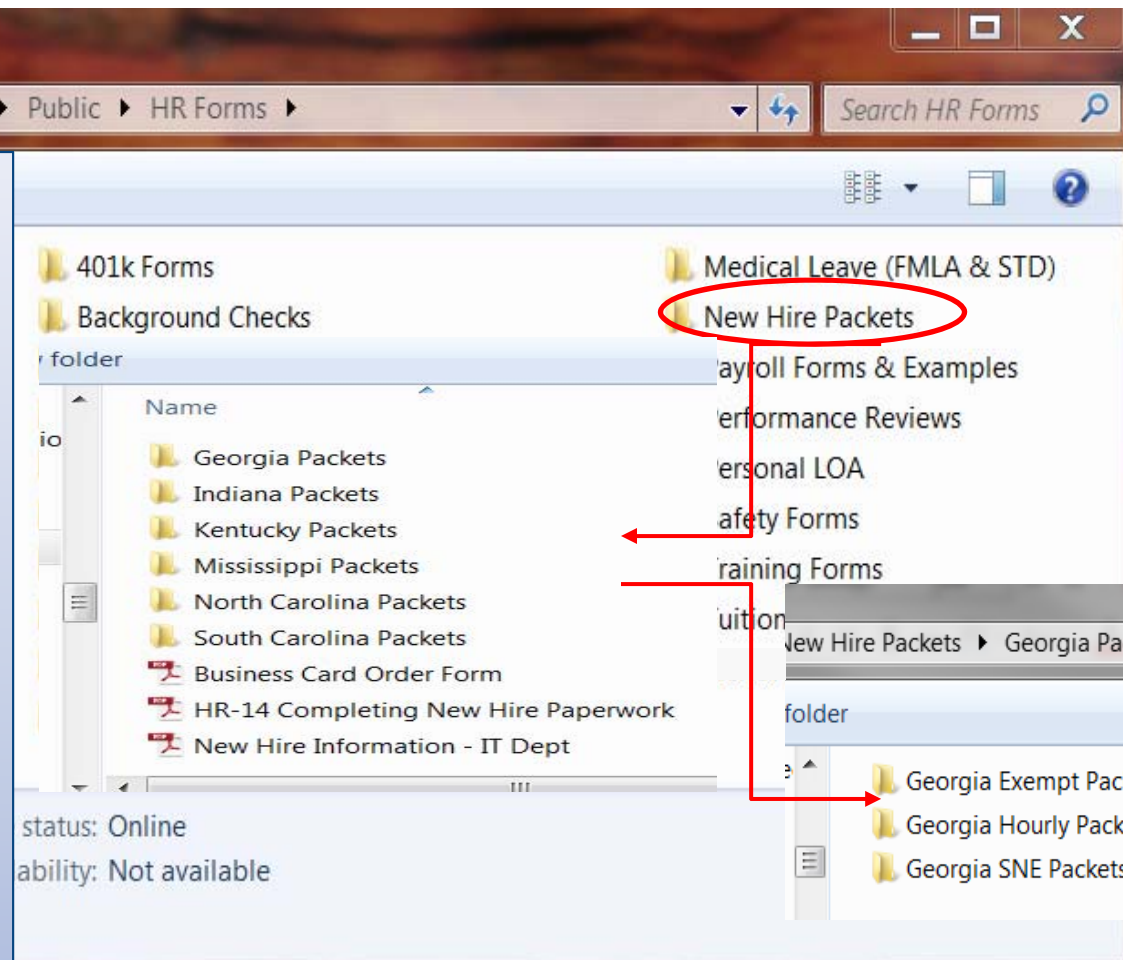


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HR Shared Drive -- Public



- The new hire paperwork is located here.
- You'll also find a detailed procedure on how to complete the paperwork correctly.
- Within each State you'll find the paperwork to complete based on the new hire's status.

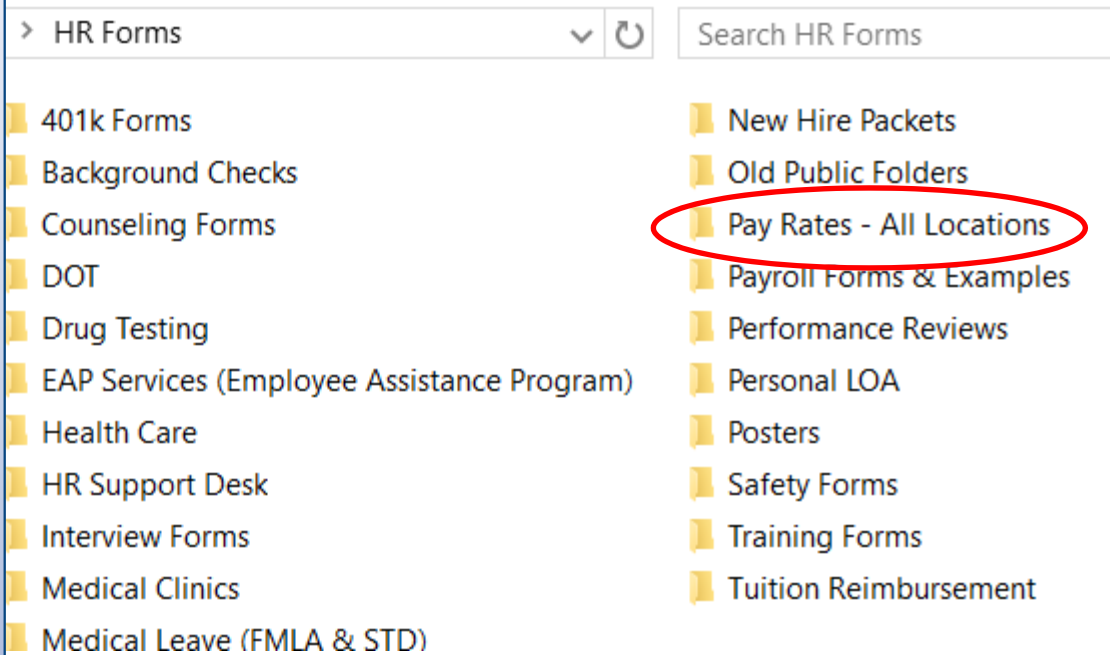


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This folder houses the list of all Pay Rates for hourly manufacturing positions at all CPG locations. This needs to be referenced before completing a PAF for new hires or any other job changes.

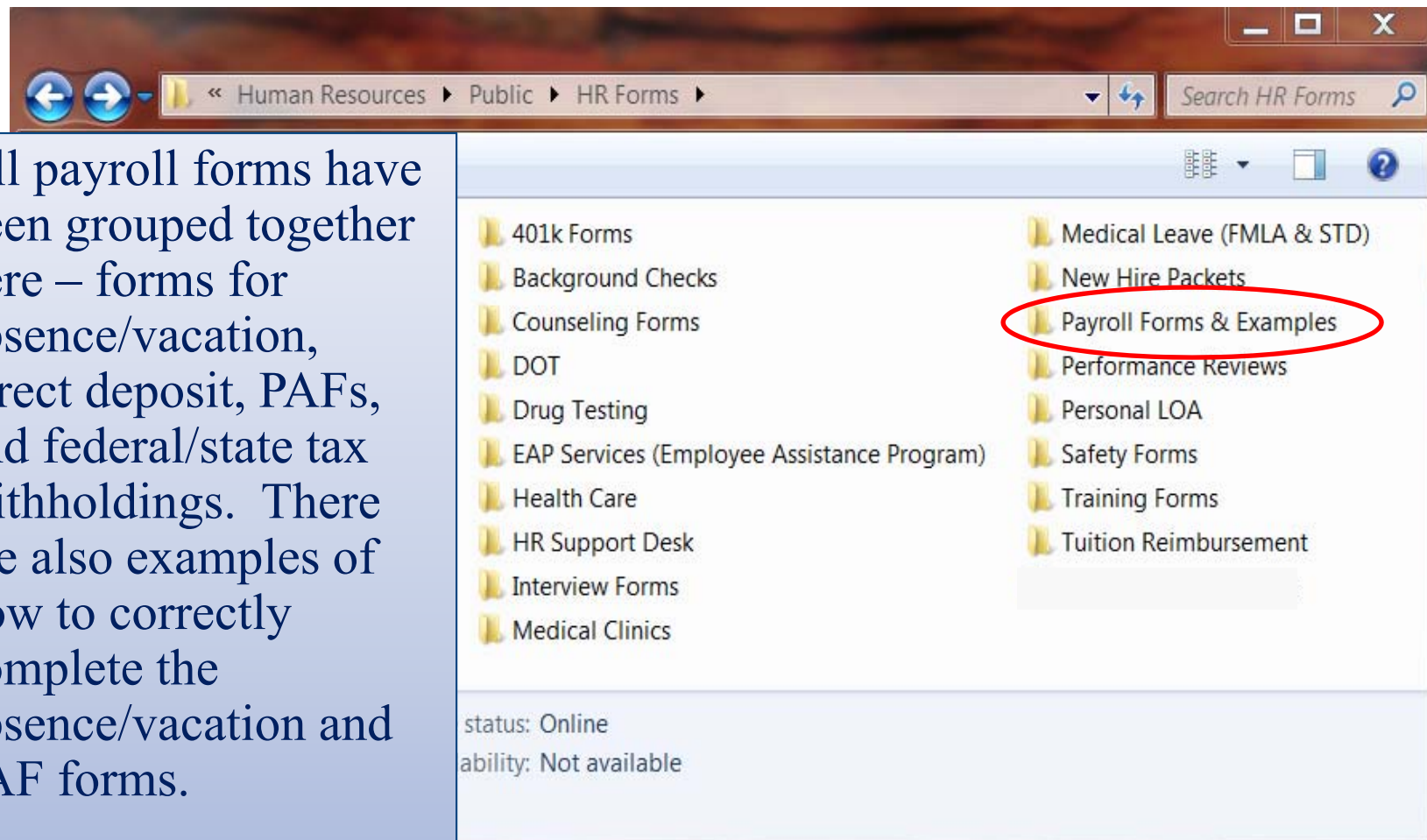


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All payroll forms have been grouped together here – forms for absence/vacation, direct deposit, PAFs, and federal/state tax withholdings. There are also examples of how to correctly complete the absence/vacation and PAF forms.

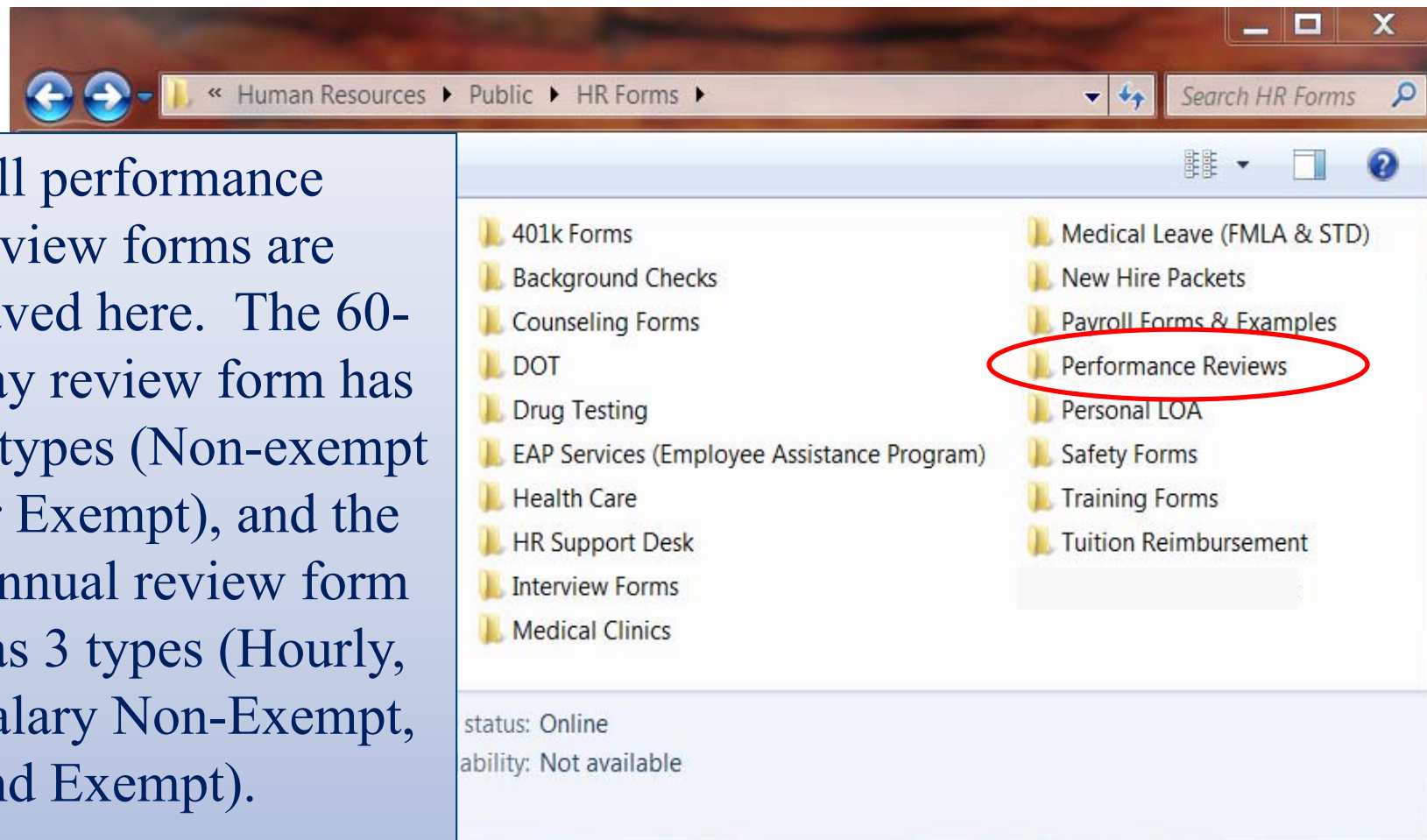


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All performance review forms are saved here. The 60-day review form has 2 types (Non-exempt or Exempt), and the Annual review form has 3 types (Hourly, Salary Non-Exempt, and Exempt).

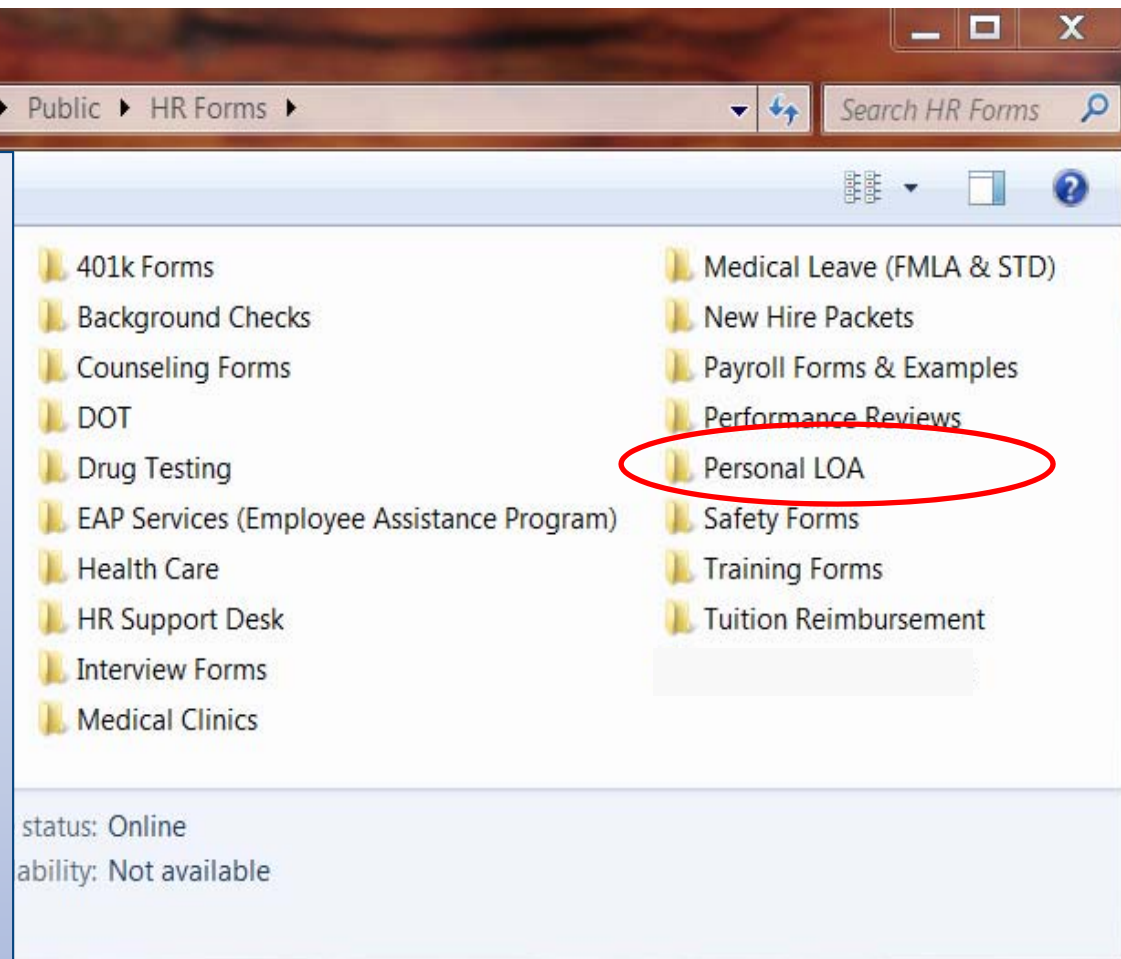


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The form for a 30 day personal leave of absence can be found here. As a reminder, personal leave must be for 30 days, no more/no less, and must be taken all at once.

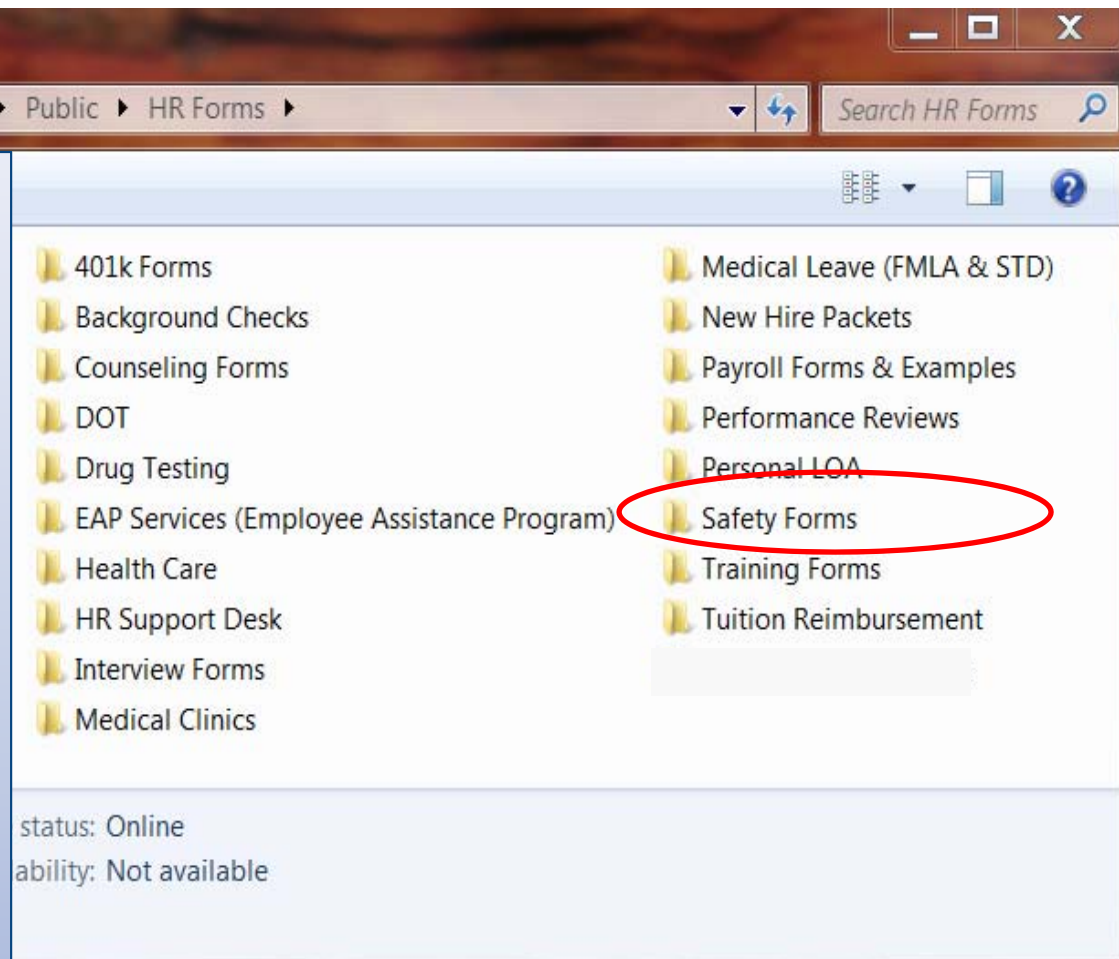


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All safety form templates are grouped together here, including both the Accident and Near Miss reports, as well as Safety Alerts, Innovations, and Best Practices forms.

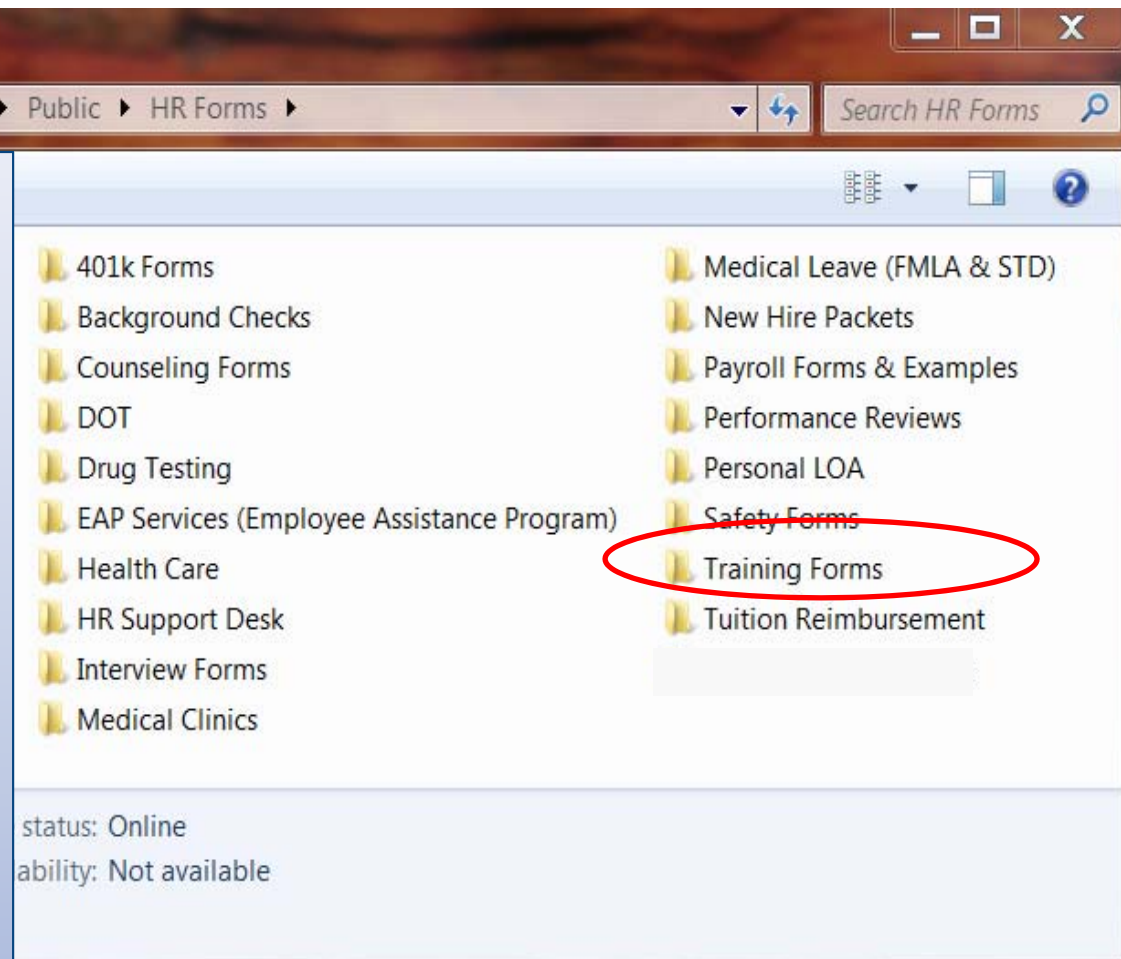


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This folder includes forms for evaluating an off-site training seminar/conference and a general form for acknowledging that a CPG policy was received.

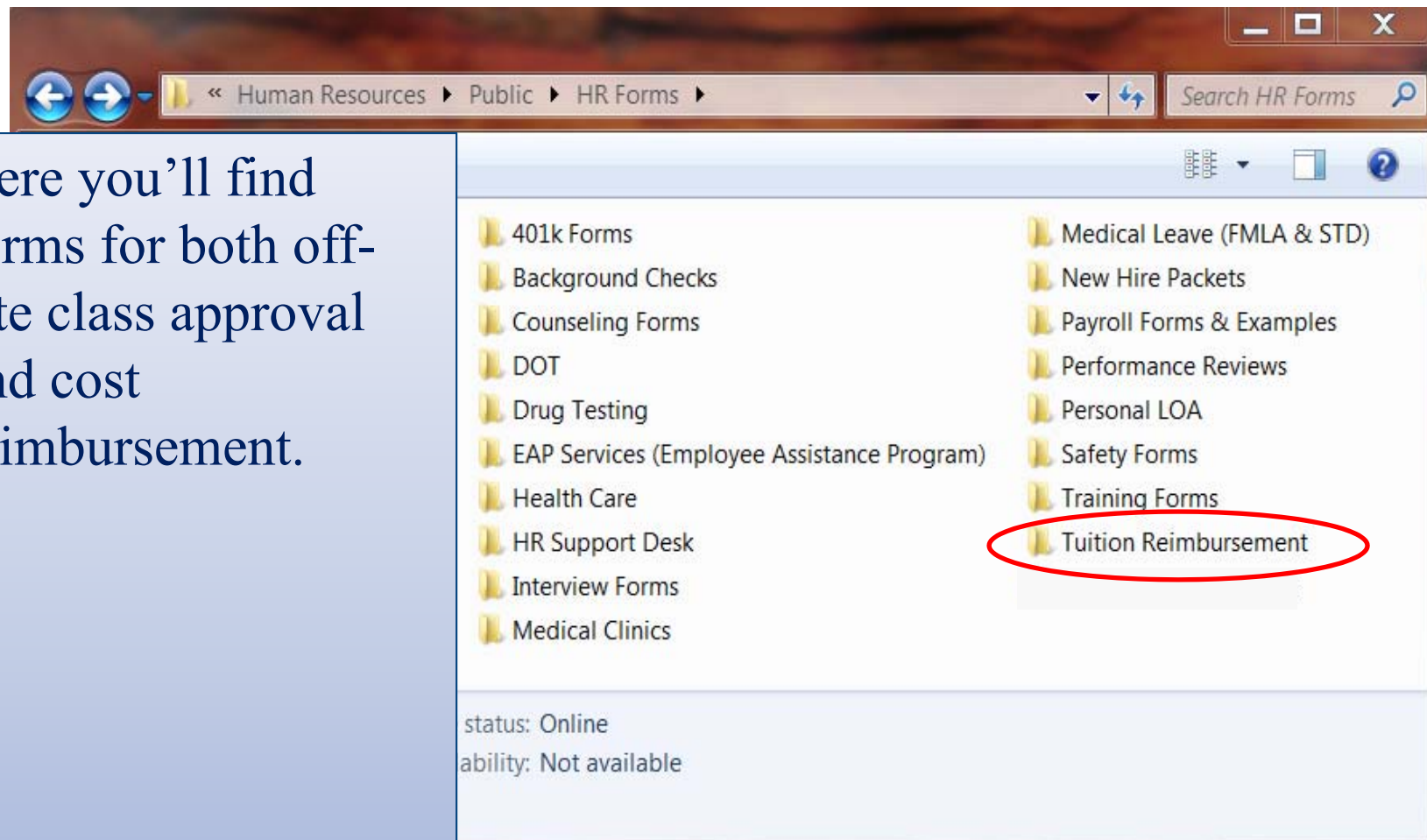


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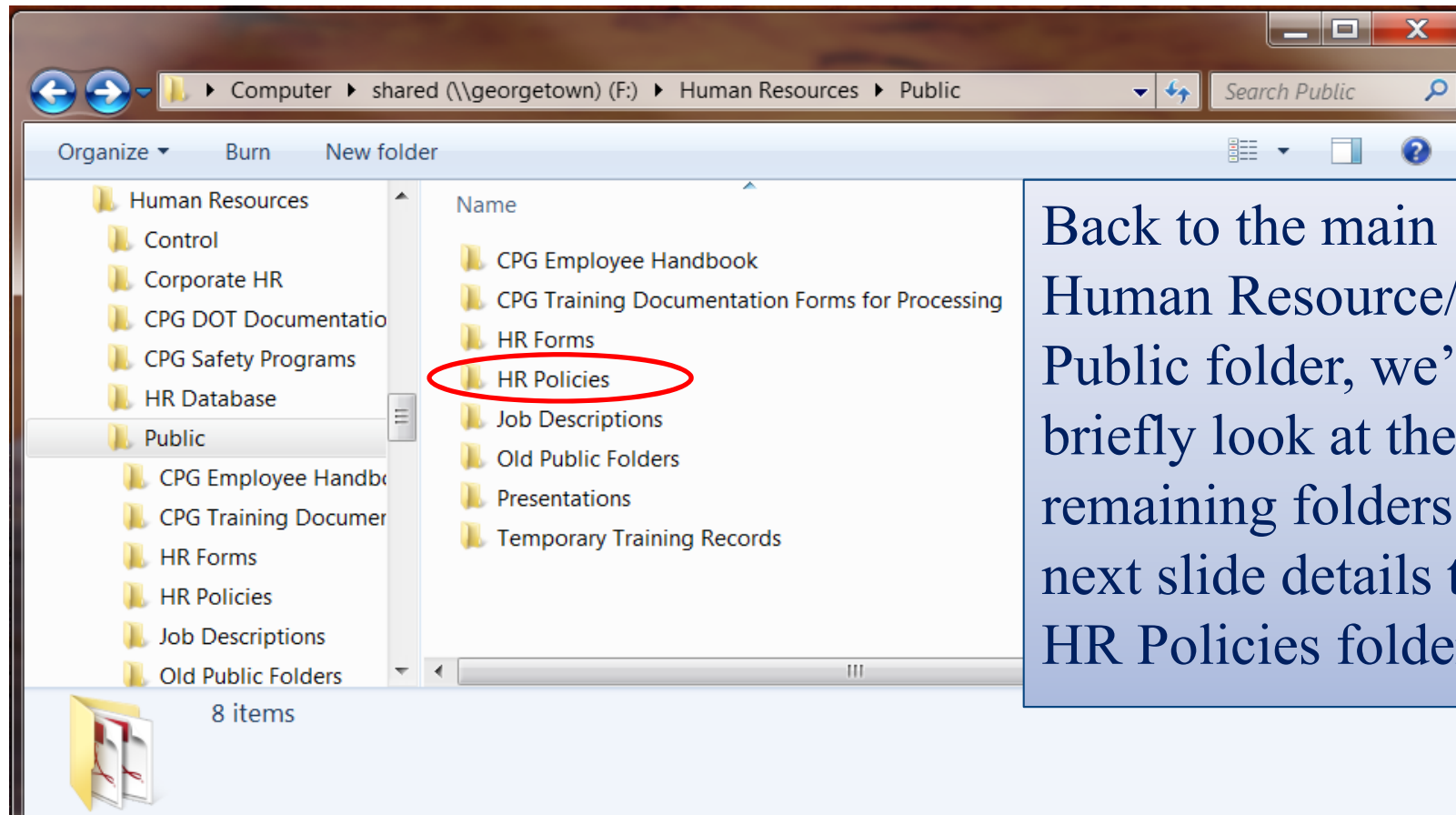


Here you'll find forms for both off-site class approval and cost reimbursement.



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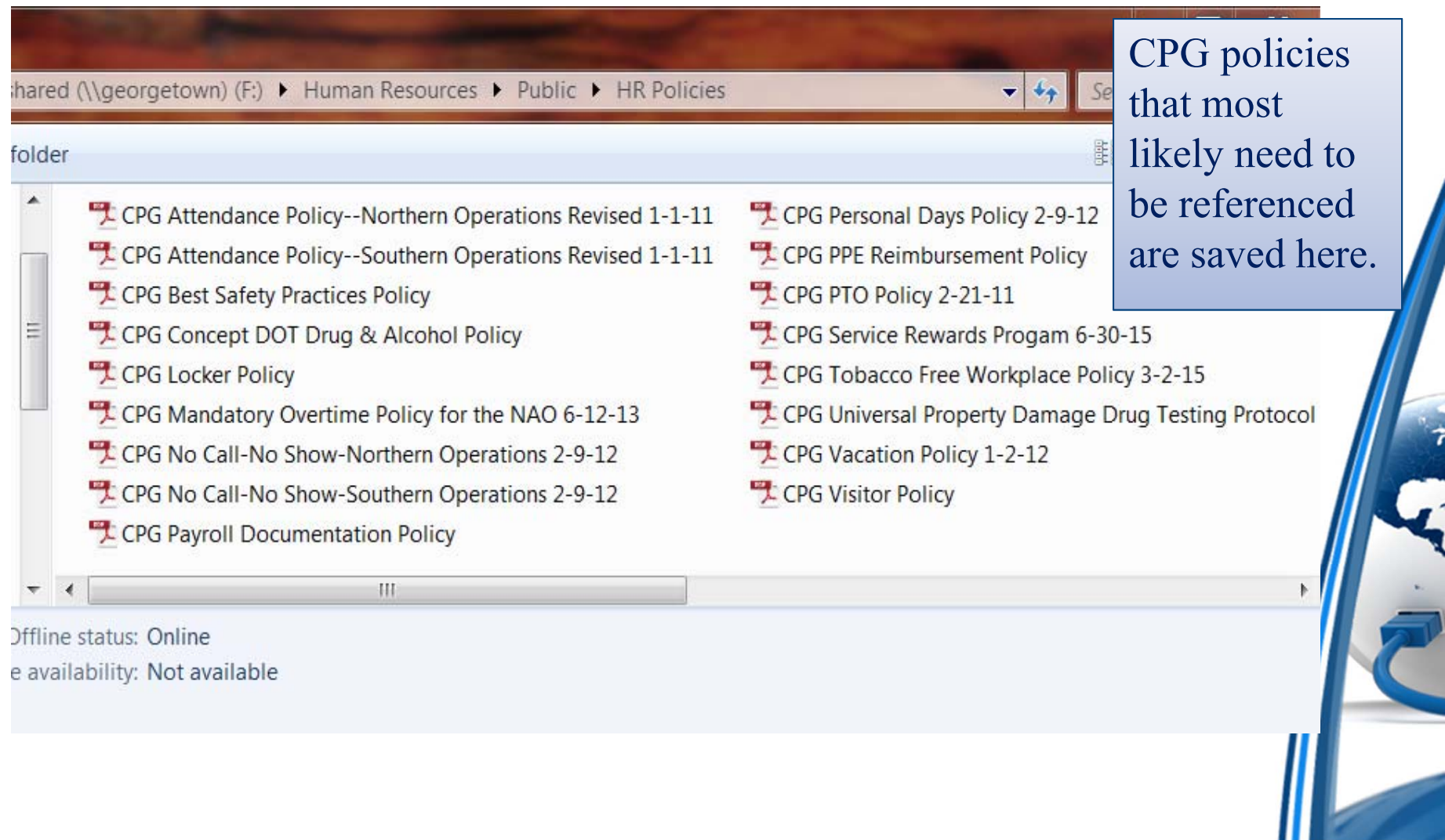
HR Shared Drive -- Public



Back to the main Human Resource/Public folder, we'll briefly look at the remaining folders. The next slide details the HR Policies folder.

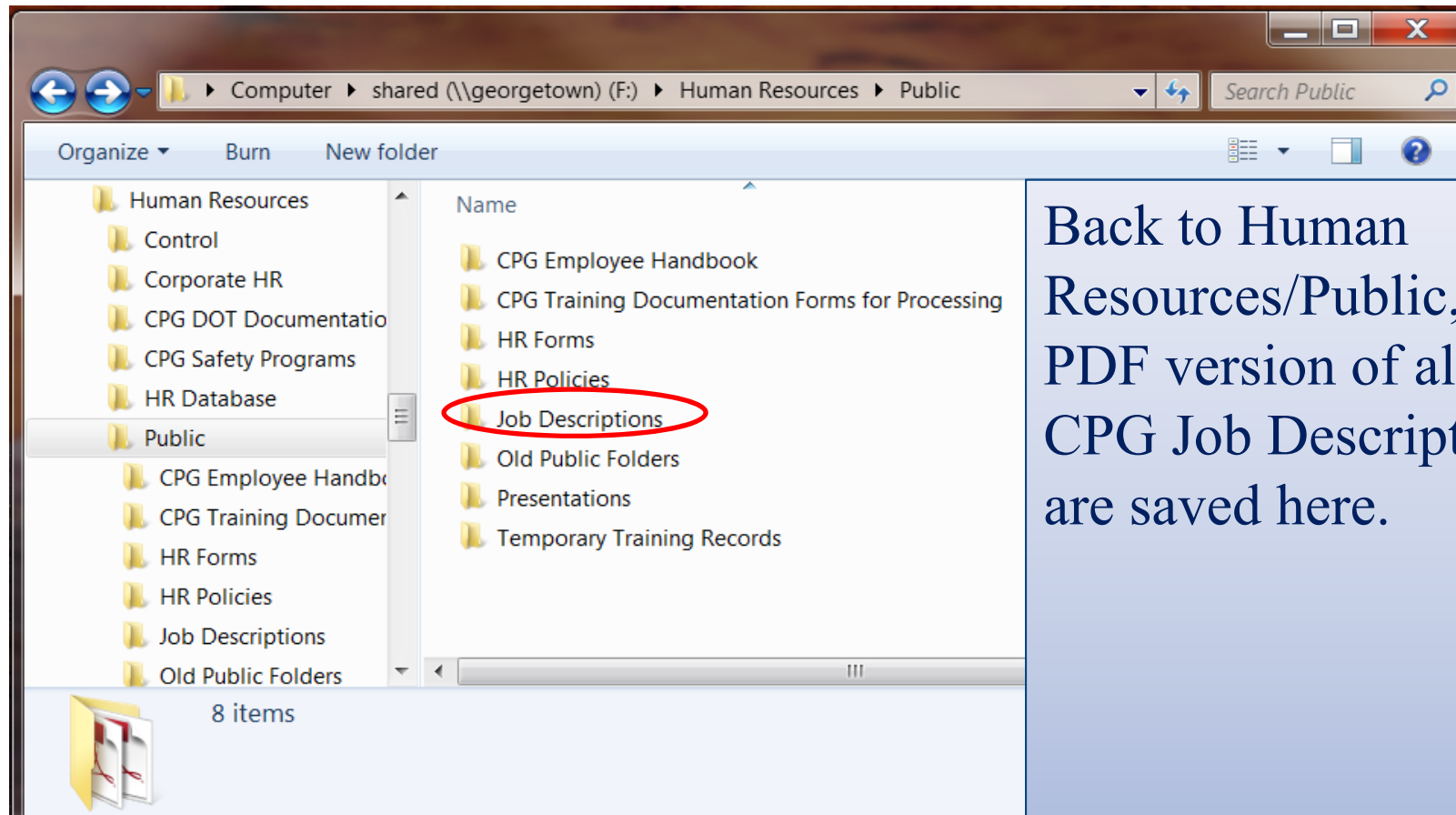
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HR Shared Drive -- Public



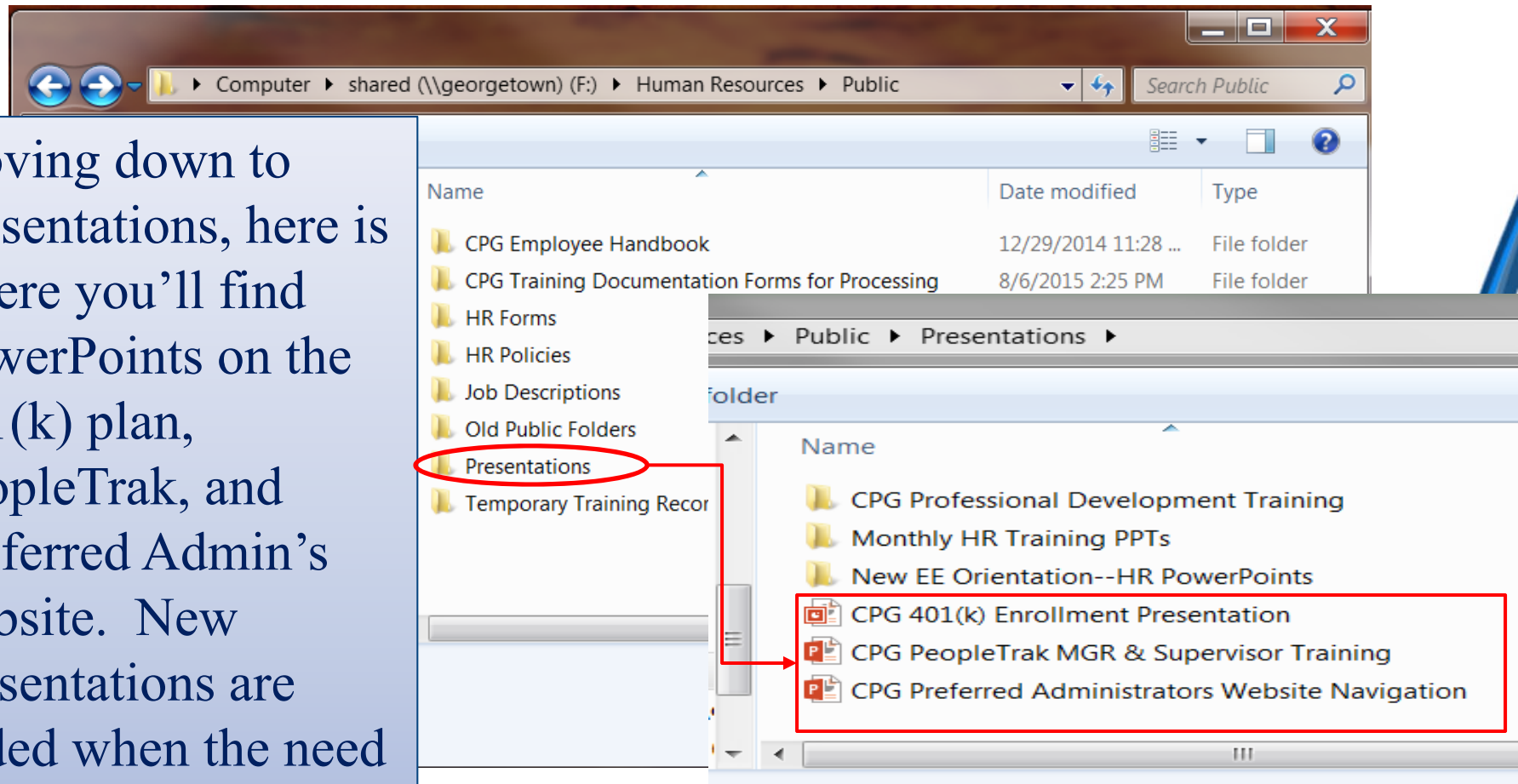
Back to Human Resources/Public, the PDF version of all CPG Job Descriptions are saved here.

CPG Monthly HR Training

HR Shared Drive -- Public



Moving down to Presentations, here is where you'll find PowerPoints on the 401(k) plan, PeopleTrak, and Preferred Admin's website. New presentations are added when the need arises.

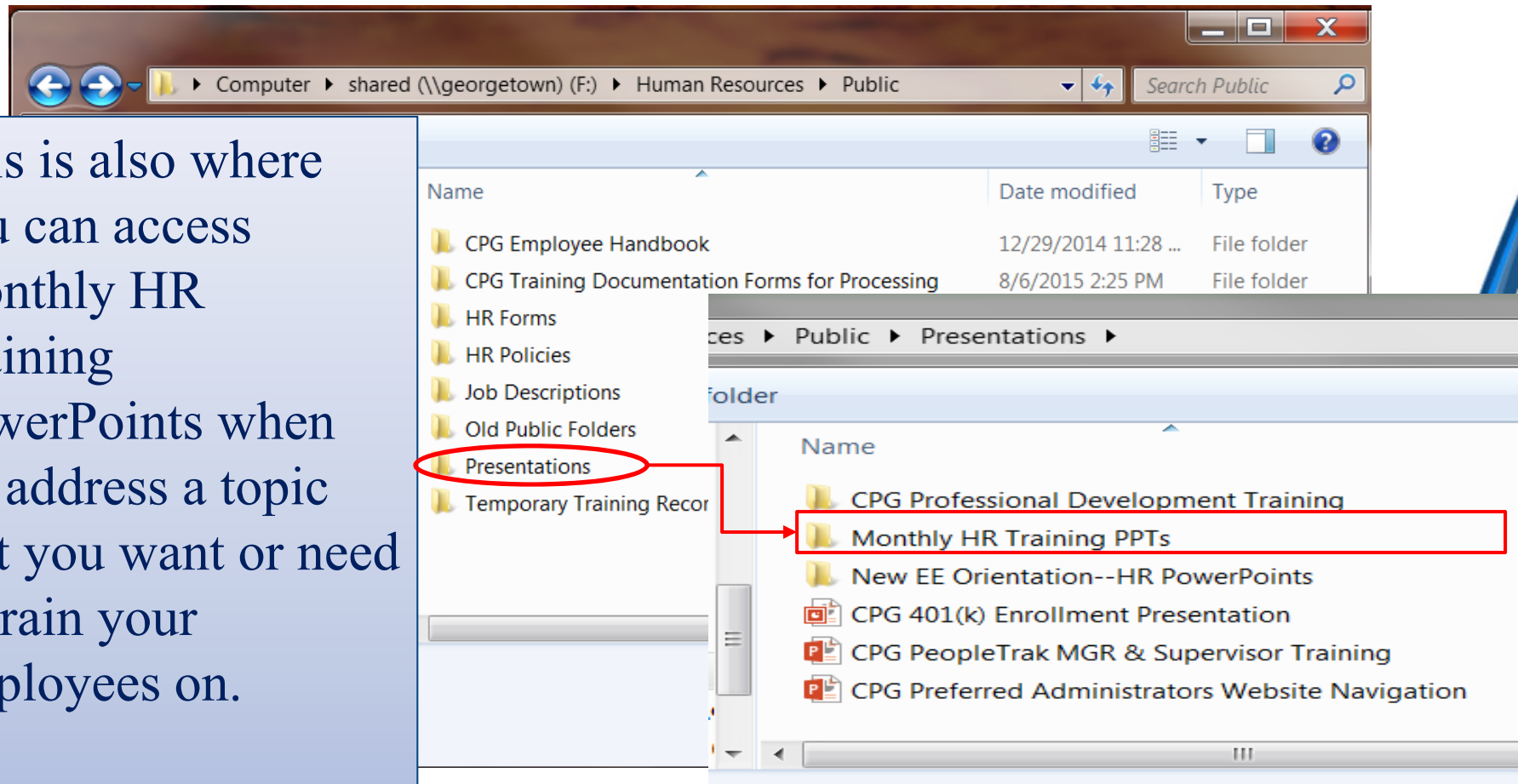


CPG Monthly HR Training

HR Shared Drive -- Public



This is also where you can access Monthly HR Training PowerPoints when we address a topic that you want or need to train your employees on.

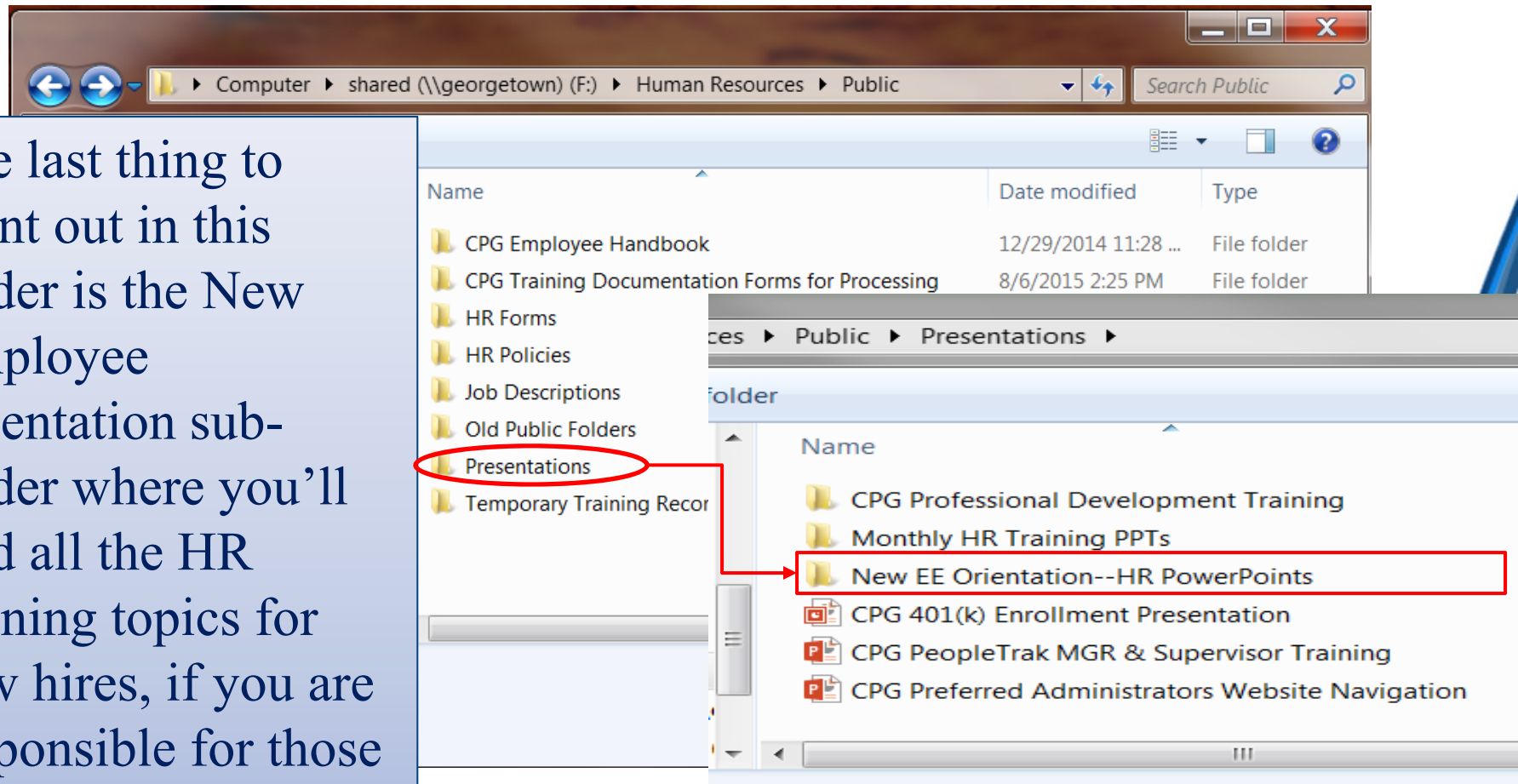


CPG Monthly HR Training

HR Shared Drive -- Public

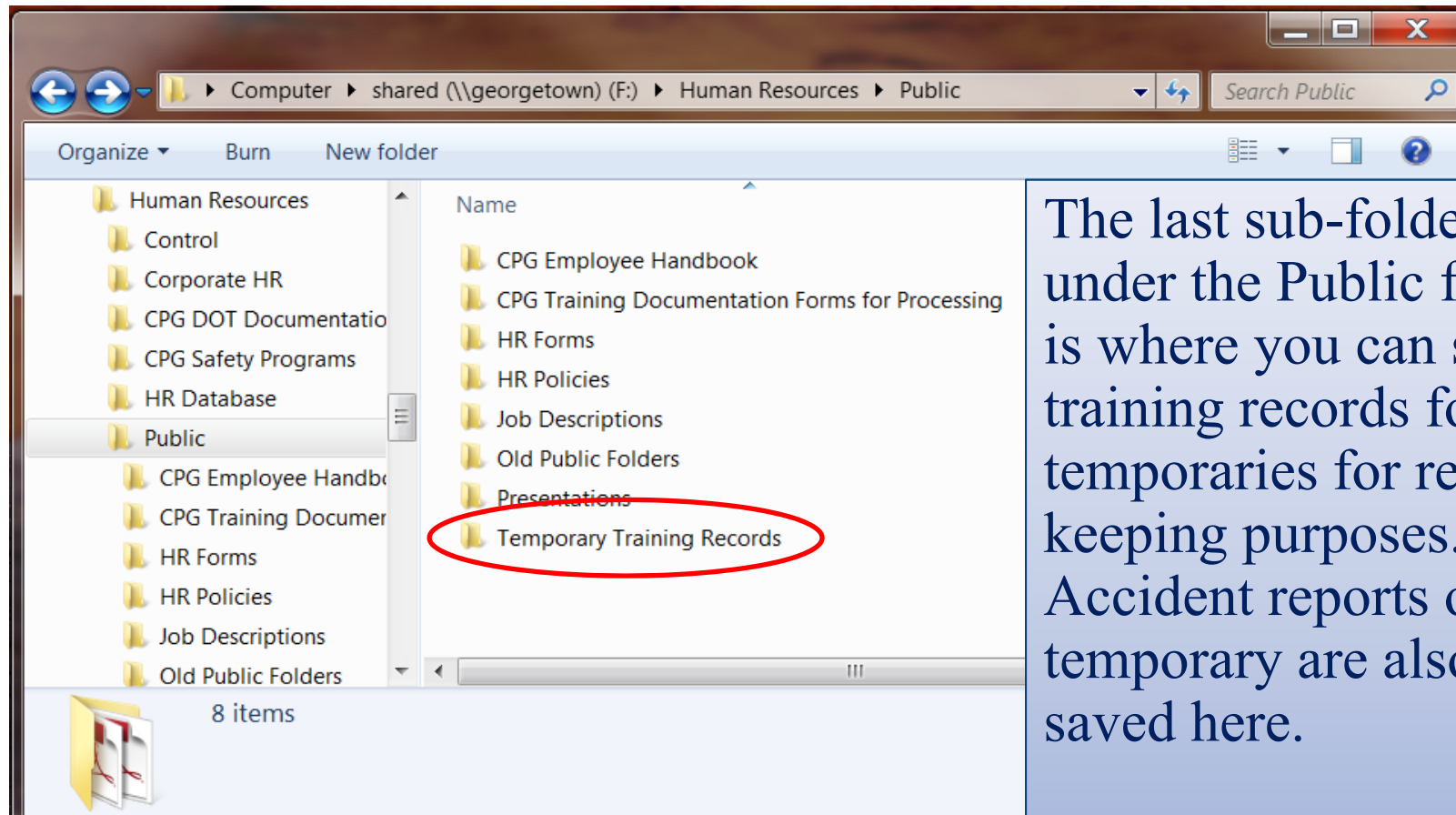


The last thing to point out in this folder is the New Employee Orientation sub-folder where you'll find all the HR training topics for new hires, if you are responsible for those at your location.



CPG Monthly HR Training

HR Shared Drive -- Public



The last sub-folder under the Public folder is where you can save training records for temporaries for record-keeping purposes. Accident reports on a temporary are also saved here.