


## NEW HIRE CHECK LIST

- \_\_\_ **Offer of Employment Letter (Template on website)** – original to employee; copy in personnel file
- \_\_\_ **Catholic Diocese of Saginaw Employee Handbook (effective July 1, 2016)** – (on website) give to employee
- \_\_\_ **Acknowledgment Form for Employee Handbook & Benefits Memo (effective July 1, 2016)** – keep signed form in personnel file and keep the previous Acknowledgement Form(s) in personnel file also.
- \_\_\_ **Knowing and Voluntary Jury Waiver and Litigation Trial Agreement (effective July 1, 2016)** -- keep signed form in personnel file and the previous Arbitration Agreement Acceptance Form also
- \_\_\_ **Health Insurance Benefits Addendum (effective July 1, 2017)** - attach to benefits memo - keep signed form in personnel file and revise annually with new rates and/or when the employee makes changes in health coverage. *Eligible Employees must sign if accepting or declining offer of insurance.*
- \_\_\_ **Parish Employee Benefits Memorandum** – give to employee - **(Updated sample on website)**
- \_\_\_ **Job Description (Template on website)** – (signed) give copy to employee; original in personnel file
- \_\_\_ **Diocese of Saginaw Employment Application** – completed and signed; keep in personnel file
- \_\_\_ **Resume / References** – keep in personnel file
- \_\_\_ **Criminal History Background Check Policy** – give to employee
- \_\_\_ **Background Check Authorization Form (completed & signed)** – send to Compliance Office – keep a copy in personnel file.
- \_\_\_ **Standards of Ministerial Behavior Policy** – give to employee
- \_\_\_ **Standards Acknowledgment Form** - (signed & witnessed) – send to Compliance Office – keep a copy in personnel file.
- \_\_\_ **VIRTUS Training** (check diocesan website or the Compliance Office for schedule)
- \_\_\_ **Status Change Form** – employee & supervisor sign; keep in personnel file; copy to payroll
- \_\_\_ **New Hire Reporting Form** – follow instructions on form – fax or file electronically with State of Michigan
- \_\_\_ **Form I-9 (Employment Eligibility Verification)** – follow instructions on form; keep completed I-9 in separate file - not in personnel file
- \_\_\_ **Family & Medical Leave Notice of Employee Rights and Responsibilities** – on diocesan website under FMLA forms - give copy to employee
- \_\_\_ **Time Card** (if required) - signed by supervisor and employee
- \_\_\_ **Leave Request Form** - used for APL (vacation, sick, personal) – signed by supervisor
- \_\_\_ **Income Tax Withholding Forms** - payroll
- \_\_\_ **Direct Deposit Form** (if applicable, template on website) - payroll
- \_\_\_ **Post- Offer Employment Physical & Drug Screen** (if required) – keep any medical records in separate file
- \_\_\_ **Health / Dental Benefit Information** - on MCC website
- \_\_\_ **Health / Dental Insurance Rates** – give to employee
- \_\_\_ **LDA Tax Treatment Certification Form** – for internal use only – keep in personnel file
- \_\_\_ **LDA Certification Form** – contact MCC
- \_\_\_  **Annual Salary Reduction Agreement** - internal form for health benefit payroll deductions
- \_\_\_ **General Policies from the Diocesan Website under Employment Policies (i.e. Drug & Alcohol, Social Security Number Privacy, FMLA Policy)** – give copies to employee

**\*\*Add information pertinent to your parish and other information as needed\*\***

**Most diocesan forms can be found at:**

<https://www.saginaw.org/hr-forms> for printable employment forms

<https://www.saginaw.org/employment-policies> for printable employment policies

Michigan Catholic Conference information and forms can be found at [www.micatholic.org/benefits/](http://www.micatholic.org/benefits/)

Criminal History Background Check Policies/Forms– contact Diocesan Compliance Office