

Parish New Employee Checklist

Employee Name _____ Date of Hire _____

Supervisor Name _____ Job Title _____

Exempt Non Exempt (Please see definition of terms in the Manager's Toolkit)

I. Pre-Employment:

- Employment Application Form (completed and signed by the applicant)
- References
- Letter of Employment Agreement (Regular/Part Time/Temp./Contract)
- Background Check Date Ordered: _____ Date Completed: _____
- Create Personnel File

II. At Time of Hire: Required For All Employees (even part-time or temporary)

- W-4 Employee's Withholding Allowance Certificate (required for priests)
- Employment Eligibility Verification Form I-9 (required for priests)
- Washington State DSHS New Hire Reporting (required for priests)
- Parish Human Resources Policies of the Archdiocese of Seattle* sign off sheet
- Church Personnel Agreement* for:
 - *Policy for the Prevention of and Response to Sexual Abuse, Sexual Misconduct and Sexual Harassment*
 - *Code of Professional Conduct for Church Personnel*
 - *Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults*
- Register for Safe Environment training): _____ (Date)
- Guide to Industrial Insurance Benefits booklet/Workers' Compensation Filing Information (Additional copies available from the Benefits Services Office)
- Unemployment Eligibility and Ineligibility Notices
- ACA Exchange Form
- Emergency Contact Information
- Payroll Schedule/Salary Info. (including direct deposit information if applicable)

III. At Time of Hire for Employees Regularly Working 20 hours or more per week:

- Position Description (signed by employee and supervisor)
- Review: paid leave policies, overtime/extra hrs (for non-exempt employees)
- Benefits Enrollment Form (for position over 30 hours or more per week)
- Educational/Credential Verification Ordered _____ Received _____
- Date of 3 month _____ and 6 month _____ performance evaluations