



## New Employee Checklist for Parish Business Managers/School Administrators

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_

Job Title \_\_\_\_\_ Parish/School \_\_\_\_\_

TASK- Manager/Administrator office	Completion Date
Create employment/personnel file (to be kept in local parish/school office)	
Complete background check (include in local personnel file)	
Schedule Virtus training ( <a href="http://www.virtus.org">www.virtus.org</a> )	
Send an email to <a href="mailto:updates@archindyhr.org">updates@archindyhr.org</a> and include new employee name and email address	
Order CHCW pedometer by emailing <a href="mailto:walking@CHCW.com">walking@CHCW.com</a>	
Email link ( <a href="http://www.archindyhr.org/important-forms">www.archindyhr.org/important-forms</a> ) to new employee noting PDFs for Employment Law Manual and Benefits Summary	
TASK- During New Employee Orientation (all forms can be found at <a href="http://archindyhr.org/important-forms">archindyhr.org/important-forms</a> )	Completion Date
Explain and obtain signed copy of Code of Conduct (include in local personnel file)	
Explain local policies and procedures (time-off, Holy Day observation)	
Have employee complete Direct Deposit Form (include in local payroll file)	
Have employee complete W-4 and WH-4 forms (include in local payroll file)	
Have employee complete (I-9) form (include in local personnel file)	
Have employee complete Emergency Notification (include in local personnel file)	
Provide Anthem Health Insurance enrollment form, ELFCU enrollment link, and HSA elective contribution form (if new employee is full-time)*	Sent completed forms to HR on
Have employee complete AUL Group Life enrollment form and keep completed form in local personnel file (if new employee is full-time)*	
Explain 403(b) Retirement Savings Plan	

\*Full-time employees are defined as those scheduled to work 30 or more hours per week. Contract teachers' benefits begin on the 1<sup>st</sup> day of their contracts. All other benefits-eligible employees' benefits begin on the 1<sup>st</sup> of the month following date of hire.

*Please sign and date below and then place this completed form in new employee's local personnel file. Thank you.*

Manager/Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_