

**DIOCESE OF OAKLAND
NEW HIRE CHECKLIST
FOR CHANCERY / PARISHES**

Employee name:

Location:

Employment date:

Position/classification:

1. Material for Personnel File

- o Application
- o Resume and/or transcripts
- o References: Received Checked
- o DOJ / FBI (Livescan)
- o Signed Employment Agreement
- o Signed Employee Handbook acknowledgment
- o Job description
- o Copies of Diplomas & Degrees as appropriate

2. Immigration Forms

- o I-9 form completed with proper ID, signed, and filed *separately*

3. Pay Information to be Completed for the Record

- o New Hire Payroll Form (to document for ADP payroll)
- o Direct deposit (if applicable)
- o W-4 for tax withholding (Federal and State Forms)

4. Benefit and Personnel Information

- o Employee Handbook for Parish and Chancery Personnel
- o Flex Plan Decision Making Guide
 - Lay employees – Flex Plan enrollment form enclosed in Decision Making Guide
 - Priests and religious order employees – obtain form from Benefits Administrator
- o Guide to the Tax-Sheltered annuity Plan

5. Additional Information for Employee

- o Timesheet
- o Child Abuse Reporting form (where applicable)
- o Tour of premises and introductions to coworkers (supervisor)
- o Parking / Access Card
- o Specifics on daily tasks (supervisor)
- o Name and address of emergency contact (reviewed annually)