

New Hire Checklist - SCHOOL EMPLOYEE

SECTION

Complete each section as instructed and check mark when complete.

INSTRUCTIONS

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|----------|-----------------------------|-------------------------------------|
| 1 | Completed Safe and Sacred | |
| 2 | W-4 filled out | |
| 3 | M-W4 filled out | |
| 4 | I-9 Filled out | Give Instruction sheets to Employee |
| 5 | Direct Deposit form | |
| 6 | Emergency Contact Info | |
| 7 | Policy & Procedure Handbook | Give Handbook to Employee |

- Place checkmark in box when complete
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| | Must complete before hiring |
| | Employee must fill out |
| | Employee must fill out |
| | Employee must fill out page 1/Employer Page 2 |
| | Employee must fill out |
| | Employee must fill out |
| | Employee must Sign Acknowledgment Sheet |

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| 8 | Does this employee work (30 hrs per week or More) | |
| 8B | Offered Employee Medical | |
| | Offered Employee Health Savings Acct (H.S.A or F.S.A) | |
| | Offered Employee AFLAC | |
| | Offered Employee Vision | |
| | Offered Employee Dental | |
| | Long Term Disability Ins. | |
| | Employee Must Fill out Life Ins. Form | |
| | Send Life Ins. Form to Diocese GFB | |
| | Employee Must Fill out Christian Brothers Enrollment | |
| | Send Christian Brother Forms to Diocese of GFB | |

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| | Yes | Complete Section 7B then skip to Section 10 |
| | No | Skip to Section 8 |
| | | Give Info Sheet/Selection for Ins on RETA |
| | | Give Info Sheets to Employee |
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| | | Give Info Sheets to Employee |
| | | Give Info Sheets/Employee to fill out UNUM form |
| | | Keep copy for your file send original to Diocese |
| | | Instruct employee to fill out this form |
| | | Keep copy for your file send original to Diocese |

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| 9 | Employees working only (1-29 hours per week) or Seasonal | |
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| | Yes | Complete section 10 through 14 |
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| 9B | Offered Employee AFLAC | |
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| | Give Info Sheet to Employee |
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| 10 | Enter Employee information into PrimepayPayroll - www.cs.primepay.com | |
| 11 | Enter Employee Information into BAS/RETA MyEnroll - www.RETATrust.org | |

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| | MUST COMPLETE SECTION 10-14 on all New Hires |
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| 12 | Employee Name | _____ |
| | Address: | _____ |
| | City, State, Zip | _____ |
| | Parish/School Name: | _____ |
| | Date of Hire: | _____ |

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| | Fill out all of Section 14 |
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| 13 | Signature of Parish/School Representative | |
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| 14 | A Copy of this form MUST be sent to HR @ the Diocese of GFB on all new EE's |
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 C/O HR Department
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