Diocese of Owensboro
New Employee Checklist

NAME: _____   **Hire Date:** _____

- ✓ **Background Check and Safe Environment Training –** Employee must complete it prior to their first day of employment.

- ✓ **Employment Application, Resume, Offer/Position Letter or Contract, College Transcripts, Certifications** – Place in personnel file and use this date to key information into Paycor.

- ✓ **Provide Employee with part-time new hire packet, or full-time new hire packet or benefit guide as appropriate.**

- ✓ **Employment Eligibility Verification (I-9)** - Record information from the required documents for employment eligibility; one item from List A or, one item from List B **and** C. Retain all I-9's in a separate file. Do **not** keep in the employee's personnel file. Complete within 3 days of the hire date.

- ✓ **State K-4 form, and Federal W-4 form**–Obtain the appropriate tax forms from the employee. Key into Paycor during new hire set up in Paycor.

- ✓ **Health Insurance Enrollment** – Provide employees with the Diocese of Owensboro Employee Benefits Guide. Requires 20 + hours per week to be eligible to participate in benefits. Key employee information into Employee Navigator.

- ✓ **Diocese Retirement Plan** – Provide full time employee with Enrollment and Beneficiary Designation Form. Requires 20 + hours per week to be eligible to participate. Must send beneficiary forms to Christian Brothers and enrollment forms keyed online with Christian Brothers.

- ✓ **403 B Retirement Plan** – Provide employees with Enrollment Form if they chose to participate in the 403B plan. Requires 20 + hours per week to be eligible to participate. Must send the completed form or key information online with Christian Brothers.

- ✓ **Obtain Direct Deposit of Payroll Authorization -** Payroll information for auto deposit of payroll in Paycor.

- ✓ **Paycor** – Key employee earnings from contract, offer letter, employee demographic information, position, hours, deductions, direct deposit, and taxes into Manage Employee within the Paycor system.

- ✓ **Employee Handbook –** Provide the employee with the Employee Handbook and have the employee sign the acknowledgment form. Keep form in the employee personnel file.

- ✓ **Job Description –** Provide employees with a copy of their job description with their signature.

- ✓ **Issue Keys, provide copy of phone directory, tour building and introduce to staff. Review Emergency Evacuation, Fire Exit, Accident and Worker's Compensation Reporting procedures. Review procedures for computer login and voice mail set up.**