

NEW HIRE CHECK LIST

- _____ **Offer of Employment Letter (Template on website)** – original to employee; copy in personnel file
- _____ **Catholic Diocese of Saginaw Employee Handbook** – (on website) give to employee
- _____ **Acknowledgment Form for Employee Handbook & Benefits Memo**– keep signed form in personnel file
- _____ **Knowing and Voluntary Jury Waiver and Litigation Trial Agreement** – keep signed form in personnel file
- _____ **Health Insurance Benefits Addendum** - keep signed form in personnel file and revise annually with new rates and/or when the employee makes changes in health coverage. *Eligible Employees must sign if accepting or declining offer of insurance.*
- _____ **Employee Benefits Memorandum** – give to employee
- _____ **Job Description** - give copy to employee; original in personnel file – should be signed by employee and supervisor
- _____ **Diocese of Saginaw Employment Application** – completed and signed; keep in personnel file
- _____ **Resume / References** – keep in personnel file
- _____ **Criminal History Background Check**– contact Compliance Office at Diocese for instructions
- _____ **VIRTUS Training** - check diocesan website or the Compliance Office for schedule
- _____ **Status Change Form** – employee & supervisor sign; keep in personnel file; copy to payroll
- _____ **Form I-9 (Employment Eligibility Verification)** – follow instructions on form; keep completed I-9 in separate file- not in personnel file
- _____ **Family & Medical Leave Notice of Employee Rights and Responsibilities** – on diocesan website under FMLA forms - give copy to employee
- _____ **Time Card** (if required) - signed by supervisor and employee
- _____ **Leave Request Form** - used for APL (vacation, sick, personal) – signed by supervisor
- _____ **Income Tax Withholding Forms** - payroll
- _____ **Direct Deposit Form** - payroll
- _____ **Post- Offer Employment Physical & Drug Screen** (if required) – keep any medical records in separate file
- _____ **Health & Welfare Benefit Information** - on MCC website
- _____ **Health / Dental Insurance Rates** – give to employee
- _____ **Annual Salary Reduction Agreement** - internal form for health benefit payroll deductions
- _____ **General Policies from the Diocesan Website under Employment Policies (i.e. Drug & Alcohol, Social Security Number Privacy, FMLA Policy)** – give copies to employee

****Add information pertinent to your parish and other information as needed****

Most diocesan forms can be found at:

<https://saginaw.org/human-resources-printable-forms> for printable employment forms

<https://saginaw.org/employment-policies> for printable employment policies

Michigan Catholic Conference information and forms can be found at www.micatholic.org/benefits/