

CATHOLIC DIOCESE OF SIOUX FALLS

New Hire Checklist

EMPLOYEE INFORMATION

Employee Name: _____

Department: _____

Start Date: _____

Title: _____

Supervisor: _____

HUMAN RESOURCES

Position Information:

- Job Description (copy to employee)
- Job Evaluation Date (at least yearly) June _____
- Rate of Pay _____ / hour / monthly / annually
- Work week starts on _____ ends on _____
- Pay Date(s) _____
- Vacation days/hrs _____ earned / month
- Sick days/hrs _____ earned / month
- Paid Holidays _____

Payroll Information:

- W4 (completed form must be returned to HR)
- I-9 (supporting documents must be viewed by HR)
- Direct Deposit form (if available)
- New Hire Reporting (report to www.sdjobs.org)

Employee Benefit Information:

To be eligible, employee must work a minimum of 1040 hours/year. Employee must complete and return all enrollment applications within the first 30 days of employment.

- Benefit Election Form
- Health Insurance - Review policy for employer contribution.
- Dental Insurance - (If offered) Employer must pay 50% of whatever plan employee chooses.
- Long Term Disability Insurance
- Life Insurance



- Retirement - Employer must contribute a minimum of 2% to an eligible employee retirement account. Employee can contribute immediately.
- Supplemental Insurance/ Cafeteria plan (i.e. AFLAC – if offered)

POLICIES

- Employee Handbook (signed sheet must be returned)
- Technology Policy (signed sheet must be returned)
- Background Check (email Diocesan Safe Environment Coordinator of hire)
- Safe Environment Training (proof of training must be returned)
- Vehicle Safety Policy (completed form must be returned)

PROCEDURES

General administrative processes:

- Keys, building access card
- Phone
- Parking
- Dress Code
- Mail
- Business Cards / Name tag
- Office Supplies

Introductions and Tours:

Hardware and Software Review:

Employment is pending upon the completion of all requirements above.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

