

NEW HIRE CHECKLIST			
Name:		Department:	
Completed Forms	Completed	Follow-up Action	Date
Signed Application 2022		Signed Copy in Personnel File	
Resume		Place in Personnel File	
References		Place in Personnel File	
Offer Letter		Signed Copy in Personnel File	
New Hire Information All Locations 2018		Enter in ADP	
Benefits summary information including Benefits Portal login instructions.		Give summary handout to employee; monitor enrollment progress on HR3 dashboard. Employee has 30 days from date of hire to complete enrollment.	
403b Enrollment / Waiver		Retiresmart.com Click green register button to begin.	
403b Match Eligibility Date (403M ELIG)		ADP automatically calculates based on one year from hire date.	
I-9		Employee completes section one of the I-9 online through their onboarding tasks. Location Coordinator completes section two.	
E-Verify Verification Confirmation		ADP will create a case after the Location Coordinator completes section two of the I-9. ADP will then let you know if more information is needed or if E-Verification was successful. E-Verification is due on employee's third day of work.	
Background Screening Form 2017		Send to Office of Child & Youth Protection.	
Background Screening Results		Place in Personnel File	
Federal AND State W4 - Both Required!		Enter in ADP	
Direct Deposit Form 2017		Enter in ADP	
Benefit Accrual Information		Enter in ADP	
Employee Manual Disclaimer		Place in Personnel File	
Child Protection Policy 2022		Place in Personnel File	
Social Media Policy		Place in Personnel File	
Code of Conduct Agreement		Place in Personnel File	
Employee & Volunteer Pledge		Place in Personnel File	
Confirmation of Safe Haven Training (must be within 14 days of hire)		Provide logon instructions to employee. Set Reminder for Follow Up.	
Computer Services Acceptable Use Form		Place in Personnel File	
Confidentiality & Abiding by Catholic Principles Policy		Place in Personnel File	
Copy of Diploma(s) (If Applicable)		Place in Personnel File	
Prime Pay Employee Self Service 2.0		Send the registration link to your new employee.	
Diocesan email address		IF NEEDED contact support@unginc.com to have an email address created for the new employee	
Telephone Broadcast System	For Diocese Use Only		
Notes			