

NON-PAS NEW HIRE CHECKLIST

	Employee:	ADP Home Department Code:	
	Items	Action	Done/Date
1	Background Screening Completion	Location Coordinator sends VIRTUS link to employee. See document titled <i>VIRTUS Online Registration Instructions</i> in New Hire Packet. Once completed, Child & Youth Protection Services is notified to run the background check.	
2	Background Results	Check Virtus site for background results. The location coordinator then informs the employee and the supervisor of the positive/negative results. The background checks are repeated every five years.	
ADP			
3	Employee Information Collection Form	Location coordinator sends to new employee for completion and signature and then to hiring manager. The center portion of this form must be completed by hiring manager/supervisor and signed by employee, hiring manager/supervisor and department head (principal / pastor). Input new employee into ADP. File in personnel file.	
4	Register ADP Account	Once the location coordinator has entered the above employee information in ADP, employee will receive an email notification to register. See document titled <i>Employee Section One I-9 and E-Verify</i> in new hire packet. Employee must log in and complete Section One.	
5	E-Verify Verification Confirmation - I-9 (electronically)	Employee must contact location coordinator to complete Section Two of I-9. The DHS requires the full I-9 to be submitted within 3 days of hire.	
6	Direct Deposit	Employee completes in ADP on 1st day	
7	State and Federal Tax Set-Up	Employee completes in ADP on 1st day	
8	Two forms of Identification (i.e., driver's license, social security card) to satisfy the I-9	Employee uploads during onboarding process in ADP	
9	New Employee Orientation	See new hire orientation schedule in New Hire Packet	

BENEFITS			
10	Benefits Overview Guide for benefit-eligible employees	Give Benefits Overview Guide and benefits flyers to employee. Employee has 30 days from date of hire to complete enrollment. All benefit information flyers are accessible in ADP.	
CONTRACTS & OFFER LETTERS			
11	Contract (principal, president, teacher)	File executed contract in personnel file	
12	Offer Letter (non-teacher, other staff)	File in personnel file	
VIRTUS			
13	VIRTUS	Confirmation of VIRTUS Safe Haven Trainings (must be within 14 days of hire) File Certificates of Training in personnel file.	
14	Code of Conduct Agreement	Employee signs in Virtus. File in personnel file.	
15	Child Protection Policy	Employee signs in Virtus. File in personnel file.	
16	Social Media Policy	Employee signs in Virtus. File in personnel file.	
LEGAL COMPLIANCE AND IT SUPPORT			
17	Employee Manual Disclaimer	Location Coordinator provides. File in personnel file	
18	Computer Services Acceptable Use Form	Location Coordinator provides. File in personnel file	
19	Employee & Volunteer Pledge	Location Coordinator provides. File in personnel file	
20	Legal Compliance Policy: Non-Disclosure Agreement, Annual Conflict of Interest Disclosure Form and Conflict of Interest Policy	Location Coordinator provides. File in personnel file	
IT SUPPORT / CANTEY			
21	IT Tech Support	Set up email and any other access needed for your location. See Cantey IT Contract flyer in New Hire packet for other support services.	