



Employee Information Collection Form

☐ **New Hire**☐ **Re-hire**☐ **Add Position**

Employee Information

First name _____ Last name _____ Maiden Name: _____

Social security number _____ - _____ - _____ Date of birth ____/____/____ Gender _____

Home Address _____ City _____ State _____ Zip _____

Home phone _____ Cell phone _____

Personal E-mail Address (required to access benefits) _____

Citizenship Status ☐ US Citizen ☐ Permanent Resident ☐ Alien Authorized to Work

Ethnicity (for EEO reporting purposes) ☐ Hispanic/Latino ☐ White ☐ Black or African American ☐ Asian

☐ Native Hawaiian or Other Pacific Islander ☐ American Indian or Alaska Native ☐ Two or more races

Veteran Status: ☐ Vietnam Era ☐ Disabled Veteran ☐ Not a Veteran

Primary Language _____ **Secondary Language** _____

Emergency Contact Information

Name _____

Relationship _____

Phone _____

Alternate Phone _____

INFORMATION ABOVE TO BE COMPLETED BY EMPLOYEE – PLEASE PRINT LEGIBLY

INFORMATION BELOW TO BE COMPLETED BY EMPLOYER – ALL FIELDS REQUIRED

Hire date _____ **Location (ADP Code)** _____

Job title _____ **Scheduled Standard Hours per week** _____

Employee type (based on regularly scheduled hours per week) Time Off Policy Assignment takes place in ADP and should be chosen based on employee type and standard hours:

☐ Regular full-time (30+ hrs/wk) ☐ Regular part-time(20-29 hrs/wk) ☐ Part-time less than 20 hrs/wk ☐ Temp

Pay Rate _____ ☐ Hourly ☐ Salary ☐ Daily

Manager _____

Chancery Employee: ☐ Chancery ☐ Catholic Charities ☐ Foundation ☐ St. Clare

Cost Center _____ **Allocation %** _____

If funding is split between cost centers, specify split: _____

Benefits Information

Employee benefit elections and payroll deductions (with the exception of 403b) are handled through the ADP portal. See Benefit Summary Information (also located in New Hire Packet) for more information.

You have 30 days from your date of hire to enroll in benefits.

403b Retirement Plan Enrollment

*Retirement plan signup and paycheck deductions are now handled through Empower Retirement's online system (Retiresmart.com). See Benefit Summary Information (also located in New Hire Packet) for more information.

Employee Signature

Date

Department Head Signature

Date

Supervisor Signature

Date