



DIOCESAN / PAS NEW HIRE CHECKLIST

Employee:	ADP Home Department Code:	
Items	Action	Done/Date
1 Background Screening Completion	Recruiter 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 for results or contact Child & Youth Protection for background results and informs the recruiters of the results. The recruiter 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	Recruiter 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). Recruiter then sends completed, fully executed form with job offer letter to payroll@charlestdiocese.org for entry of new employee into ADP. File in personnel file.	
4 Register ADP Account	Once payroll enters the above employee information 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 HR Coordinator Anne-Marie Kanable (akanable@charlestdiocese.org) to complete Section Two of I-9. The DHS requires the full I-9 to be submitted within 3 days of hire.	
6 Direct Desposit	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; HR sends email notification of new hire to Communications (directories, flock note and headshots: name, job title, department, phone number and email (include Jamie Zbyrowski)	
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 and our website.	
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			
14	VIRTUS	Confirmation of VIRTUS Safe Haven Trainings (must be within 14 days of hire) File Certificates of Training in personnel file.	
17	Code of Conduct Agreement	Employee signs in Virtus. File in personnel file.	
19	Child Protection Policy	Employee signs in Virtus. File in personnel file.	
21	Social Media Policy	Employee signs in Virtus. File in personnel file.	
LEGAL COMPLIANCE AND IT SUPPORT			
15	Employee Manual Disclaimer	HR provides in New Hire Packet. File in personnel file.	
18	Computer Services Acceptable Use Form	HR provides in New Hire Packet. File in personnel file.	
19	Employee & Volunteer Pledge	HR provides in New Hire Packet. File in personnel file.	
22	Legal Compliance Policy: Employee must sign Non-Disclosure Agreement, Annual Conflict of Interest Disclosure Form and Conflict of Interest Policy	HR provides in New Hire Packet. File in personnel file	

CANTEY

23	IT Tech Support	See document titled <i>Cantey Tech Consulting</i> for technology support contact information in the New Hire Packet for assistance in creating a Diocesan email account. Employees issued laptops will also need final user set up that requires new employee to be with the IT tech so that Microsoft Authenticator and Watchguard Authpoint can be installed and the employee can log into their laptop.	
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