

Instructions for Employee New Hire Form

This form is to be completed by the employer representative not the employee.

Description: As a separate legal employer, this form is to be used anytime that you hire a new individual and place them on payroll. As a separate entity, this form is also used even when you hire an individual formerly employed as another parish or school.

ALL LINES AND INFORMATION MUST BE COMPLETED!

1. Enter the full name of the employee being hired
2. Enter the new employee's social security number
3. Enter the new employee's date of birth, gender and marital status
4. Enter the new employee's personal home address
5. Enter the new employee's telephone number and email address (if none, insert "none")
6. Enter the employing parish, school, etc. name, accounting location number and phone number
7. Enter the employer's department for the new employee (i.e. Administration, Instructional, etc.) and his/her job title
8. Enter the employer's Paycor client identification number from your payroll journals
9. Check if the new employee had been previously employed within the Diocese and if so, insert the last employer and approximately, when they were last employed. In addition, determine if they were full time or part time. (This will help the benefits office in determining some benefit eligibility)
10. Enter the effective hire date
11. Based on anticipated hours being hired for, insert the approximate annual salary of the new employee, the per payroll amount or his/her hourly rate of payroll.
12. Regardless of the rate of pay for this employee, enter all of the following:
 - ✓ The anticipated annual hours expected to be worked by this employee,
 - ✓ The anticipated average hours per week to be worked by this employee, and

- ✓ The anticipated number of weeks this employee will work per year.

13. Enter the type of medical coverage being offered to employees working as least 30 hours per week and paid for by the employer.

- ✓ Union-tenured – this is for union teacher that have completed at least 6 semesters of teaching in the current school
- ✓ Union-Non-Tenured – this is for union teachers that have not yet completed 6 semesters of teaching in the current school.
- ✓ Handbook – this is for teachers teaching in a non-union school.
- ✓ VESI – this is for teachers that have agreed to retire with a subsidy. VESI stands for “voluntary early separation incentive”. This could also be handled by a change form.
- ✓ Employee only – this is for non-teachers where the parish is paying for medical coverage for only the employee. This employee will be eligible to purchase additional coverage through a payroll deduction for the difference between individual coverage and the selected coverage.
- ✓ Family coverage – this is for non-teachers where the parish is paying for medical coverage as any level needed by the employee. Remember that if the employer may check family coverage even if the new employee is only single. This tells the benefits office that if this new employee gets married, the employer will pay coverage for the new spouse. NOTE: You must consistently offer benefits within the employer. Offering individual coverage to some employees and family coverage to others could create a discrimination issue.
- ✓ Ineligible – check this block if this employee is working less than 30 hours and therefore not eligible for medical coverage.
- ✓ NOTE: The 30 hour per week medical eligibility is defined by the Affordable Care Act (ACA).

14. Enter whether this employee is eligible for dental coverage (to be consistent, the employee must be working as least 30 hours per week as required by the ACA for medical coverage):

- ✓ Check Employer paid if the employer is paying for dental coverage for this new employee.
- ✓ Check Employee paid if the employer is not paying for dental coverage for this new employee. NOTE: If the employer does not offer dental coverage, and they work over 30 hours per week, they will be offered participation in the dental program with the employee paying the full cost of coverage.
- ✓ Check Ineligible if this employee is working less than 30 hours per week and not eligible for dental coverage.

15. Enter whether this employee is eligible for vision coverage (to be consistent, the employee must be working as least 30 hours per week as required by the ACA for medical coverage):

- ✓ Check Employer paid if the employer is paying for vision coverage for this new employee.
- ✓ Check Employee paid if the employer is not paying for vision coverage for this new employee. NOTE: If the employer does not offer dental coverage, and they work over 30 hours per week, they will be offered participation in the vision program with the employee paying the full cost of coverage.
- ✓ Check Ineligible if this employee is working less than 30 hours per week and not eligible for vision coverage.

Remember to sign and date the form before submission. As noted, this form may only to be signed by an authorized person with the employer, not the new employee.

Also remember to complete the accounting code worksheet following these instructions.

Once the forms are completed, all documents should be mailed, emailed or faxed to:

Diocese of Pittsburgh
Employee Benefits Office
111 Boulevard of the Allies
Pittsburgh, PA 15222
Email: benefits@diopitt.org
Fax: 412-456-3050

**EMAILED FORMS WILL RECEIVE A CONFIRMATION THAT DATA IS RECEIVED.
FAXED FORMS MAY RECEIVE A CONFIRMATION DEPENDING ON OUR
WORKFLOW.**

ONLY SEND ONE COPY OF THE FORMS TO THE ADDRESS LISTED ABOVE. DO NOT SEND MULTIPLE COPIES BECAUSE THIS CAUSES DUPLICATION OF WORK.

Forms must be received on the following schedule:

- ✓ For the 10th payroll – Forms must be received by the 26th of the prior month.
- ✓ For the 26th payroll – Forms must be received by the 10th of the month.