



## NEW HIRE CHECKLIST

In order to establish a Human Resource (payroll and benefit) record for all new or rehired employees, the following information MUST be provided.

- **Employee New Hire Form** – Complete the Employee New Hire Form in its entirety. If the form is partially completed, it will delay the processing.
- **W-4 “employee’s withholding allowance certificate”** – This form will determine the amount of federal income tax withheld from your paycheck. Your current information is listed on your most recent W-2 form if you are unsure of your status.
- **“local earned income tax residency certification form”** – Act 32 of Pennsylvania law requires that all employees certify their residency status. Please complete the top section “Employee Information” and sign the form in the “Certification” section.
- **“Paycor direct deposit worksheet”** – The Diocese payroll-processing function is a paperless system, meaning that we do not issue physical payroll checks. Check stubs are available through the Paycor website whenever needed. We need to have you complete the enclosed worksheet telling us what bank and account you would like to have your payroll funds directly deposited. If we do not receive this information, we will establish a pay card for you and send it with your payroll funds.
- **IRS Form I-9 – “employment eligibility verification”** – This form is required to show proof that you are eligible to be employee within the United States. A copy of the form instructions is attached.
- Employer representative must sign the below certification:

I certify that I/we have reviewed and received all appropriate clearance information from the Office of Protection of Children and Youth and that this attached employee meets the eligibility to begin employment.

Employee Name: \_\_\_\_\_

Parish/School: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

All documents must be emailed to the Benefits Office at **benefits@diopitt.org** or faxed to 412-456-3050 prior to a payroll record being established.

Failure to provide all of the require document will result in delay of payroll & benefit processing.

**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 10<sup>th</sup> payroll – Forms must be received by the 26<sup>th</sup> of the prior month.
- ✓ For the 26<sup>th</sup> payroll – Forms must be received by the 10<sup>th</sup> of the month