

NEW HIRE PAPERWORK CHECKLIST

KEEP ORIGINALS FOR EMPLOYEE PERSONNEL FILE ON SITE – fax forms to Diocese: 415-673-4863

DIOCESAN PAYROLL

LAY EMPLOYEES	CLERGY EMPLOYEES
<ol style="list-style-type: none"> 1. Personnel Data 2. Employer Payroll Authorization 3. INS Employment Eligibility Verification Form I-9 – Required prior to employee starting work. (attach clear, legible copies of your eligibility verification documents) 4. IRS Form W-4 (dated current year) 5. Direct Deposit (if elected – send a blank voided check. Do not use a deposit slip) 6. Health Care or Dependent Care Flexible Spending Account (if eligible & elected by employee) * 7. Pension Contribution Payroll Deduction Authorization (when eligible and elected by employee) ** 	<ol style="list-style-type: none"> 1. Personnel Data 2. Employer Payroll Authorization 3. IRS form W4 dated current year or Clergy Tax Withholding – ½ sheet 4. Housing Allowance Resolution – clergy only 5. INS Employment Eligibility Verification Form I-9 – Required prior to employee starting work. (attach clear, legible copies of your eligibility verification documents) 6. Direct Deposit (if elected – send a blank voided check. Do not use a deposit slip) 7. Health Care or Dependent Care Flexible Spending Account (if eligible & elected by employee) * 8. Clergy Pre-Tax Payroll Deduction Authorization (if elected) ***

DIOCESAN INSURANCE & BENEFITS

Required Forms:	Employee Elected Benefit Forms:
<p><u>For employees working <30hrs/week</u> 1) Personnel Data Form</p> <p><u>For employees working 30+hrs/week</u> 1) Personnel Data Form</p> <p>2) Cigna Dental Enrollment form or Waiver of Coverage if waiving dental insurance</p> <p>3) Medical Ins. Enrollment Form Kaiser – or Blue Shield – or Waiver of Coverage if waiving medical insurance</p> <p>4) US Life Ins. Enrollment</p> <p><i>If electing coverage for a domestic partner also submit the certificates of Domestic Partnership.</i></p>	<p>Long Term Care – premiums paid by employee (except for CSB)</p> <p>* Health Care or Dependent Care Flex Spending (available only to those on Dio. Payroll - see above)</p> <p>** Lay Pension (see above)</p> <p>*** Clergy RSVP or other tax deferred annuity payroll deductions (see above)</p>

Please have all forms complete and signed by the employee and the authorized official of the church / school / institution before sending to the Payroll & Benefits Office.

FAX completed forms to: 415-673-4863 – Keep originals onsite in personnel file.

**ALL CURRENT EMPLOYMENT FORMS ARE AVAILABLE ONLINE:
www.diocal.org/admin/**

Hiring a New Employee Get the Paperwork Done Right the First Time Around!

It's exciting to have a new employee join your business to take on some of the tasks you've been wanting to delegate. But don't forget to take care of the paperwork, or it could come back to haunt you later.

Work Eligibility

Verify that the employee is legally eligible to work in the United States. The employee and employer must each complete their parts of **Form I-9, *Employment Eligibility Verification***, and the employee must show original documents that prove identity and work authorization. Form I-9 and some updates to the list of acceptable documents are available at <http://uscis.gov/graphics/formsfee/forms/i-9.htm>.

Withholding Allowance Certificates

This is the employee's entry into the U.S. tax system! The employee should complete a federal Form W-4, *Employee's Withholding Allowance Certificate*, and any applicable state or local withholding form so that you know how much income tax to withhold. Form W-4 is at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. If the employee does not complete a Form W-4, withhold federal income tax based on a marital status of "single" and zero withholding allowances. You may ask the employee to show you his or her Social Security card (and you may photocopy it) so that you can verify that the name and Social Security number (SSN) that you enter in your payroll records and eventually provide in federal and state payroll reporting (such as Form W-2) are correct. Accuracy ensures that the employee can get all the benefits to which he or she is entitled, such as unemployment insurance and eventual federal retirement payments, and it ensures that you won't receive notices of errors and potential penalties.

Questionable Form W-4

If the employee submits a Form W-4 that claims

- exemption from withholding, and you know that the employee will earn more than \$200 per week, or
- more than 10 withholding allowances, then include a copy of the W-4 when you file your *Employer's Quarterly Federal Tax Return* (Form 941). This allows the IRS to review the employee's tax filing history to see that the employee has generally paid the proper amount of tax and has paid it on time. You only need to submit the copy of the W-4 one time.

Verify Employee's Name and Number

Even if you saw the employee's social security card, it's a good idea to verify the match of the name and SSN, in case of a name change or fraud. Plus, it's easy and free. You can call the Social Security Administration at 800-772-6270 to verify the information of up to five employees at a time. Be prepared with the employer's name and federal ID number and the employee's name, SSN, sex, and date of birth. More information, including ways to check on more than five names and numbers, how to correctly format complex names, and what to do if the employee never gives you a SSN, are available at <http://www.socialsecurity.gov/employer/critical.htm>.