



NEW EMPLOYEE CHECKLIST

Roman Catholic Bishop of Orange, Inc. | 13280 Chapman Avenue, Garden Grove, CA 92840 | 714-282-3000

Employee Name _____		Hire Date (DOH) _____
Department / Location _____	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Supervisor _____
Position _____	Benefit Eligible <input type="checkbox"/> Y <input type="checkbox"/> N Waived <input type="checkbox"/> Y <input type="checkbox"/> N	\$ Salary / Pay Rate _____
	Action	Date Completed by

Personnel File Set-Up..... ██████████ ██████████

- Manila Jacket – Complete with LAST NAME, First Name and DOH.....
- Personnel Action Forms Folder – Blue.....
- Performance Evaluation Forms Folder – Green
- Private Medical Information Folder – Red.....

Before New Hire Orientation/After Job Offer:

Pre-Employment Checks..... ██████████ ██████████

- Background Check Disclosure Forms.....
- Credit Check Disclosure Forms - For specific managerial positions or for those with access to specific personal information and/or regular access to cash totaling \$10,000 or more, etc...
- Life Scan Fingerprinting Information Form to Child & Youth Protection

Computer Access/Set-up..... ██████████ ██████████

- Notification to IT of New Hire for Set up of Email Address, Telephone, Computer & Website ID's & Passwords.....
- Add New Hire to Distribution Lists.....

New Hire Orientation/ Human Resources..... ██████████ ██████████

ID Badge – Regular Employees Only

Picture..... ██████████ ██████████

ID Badge / Access Badge..... ██████████ ██████████

Employment Forms..... ██████████ ██████████

- New Hire Form (formerly PAF) – Completed Copy to Accounting.....
- Job Description.....
- Diocesan Mission Statement.....
- Organization Chart
- Diocesan Employment Application.....
- W4 Form – Completed Copy to Accounting..... ██████████ ██████████
- I-9 Form – Employment Eligibility Verification Form.....
- Equal Employment Opportunity (EEO) Self-Identification Form
- Direct Deposit Authorization – Completed Copy to Accounting..... ██████████ ██████████
- Instructions for Time & Attendance for Non-Exempt, Hourly Employees
- Pay Day Notice.....
- Workers' Compensation - Written Notice to New Employees (WC880405)
- Personnel Action Form (review time away from work procedures).....
- Required New Hire Information form – Website access & Required Pamphlets

Information Added to Employee Databases..... ██████████ ██████████



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Lay Employee Handbook - Acknowledgment of Receipt Form	<input type="checkbox"/>	<input type="checkbox"/>
Review Employment Policies and Benefits, Revision 11/1/06 & Updates Effective 7/1/2010		
Pastoral Center Policies		
Policy Against Sexual Misconduct (PASM)-Acknowledgment of Receipt.	<input type="checkbox"/>	<input type="checkbox"/>
Form - Review Policies & Highlight Reporting Line, 1-800-364-3064 in		
Appendix 5 - Revision 11/1/05.....		
Other Services / Benefits		
SchoolsFirst Federal Credit Union.....	<input type="checkbox"/>	<input type="checkbox"/>
Benefits	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Benefits at a Glance Booklet		
<input type="checkbox"/> Medical –Dental – Vision Insurance Form		
<input type="checkbox"/> Life Insurance Beneficiary Form.....		
<input type="checkbox"/> Retirement Beneficiary Form.....		
<input type="checkbox"/> Lay Employee Pension Plan Handbook.....		
<input type="checkbox"/> 403(b) Plan.....		
If Driving while Performing Job Duties	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Proof of Auto Insurance.....		
<input type="checkbox"/> Current CA Driver's License.....		
Cemetery Pre-Need and At-Need Counselor Positions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Insurance License Information.....		
<input type="checkbox"/> Bonus and /or Commission Agreement.....		
Teaching Positions - Credential Information	<input type="checkbox"/>	<input type="checkbox"/>
Training		
<input type="checkbox"/> Safe Environment Training / Shield the Vulnerable		
Refer to Child & Youth Protection / Safe Environment.....	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sexual Harassment Prevention Training - Enroll supervisors in on-line		
or on-site course	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FRISK Training for Supervisors – Enroll all supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Location Policies & Procedures	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Welcome and Introduction to Staff.....		
<input type="checkbox"/> Update Directories.....		
<input type="checkbox"/> Safety Procedures		
<input type="checkbox"/> Orientation Tour.....		
<input type="checkbox"/> Point out Required Employment Posters (usually in break room)		
<input type="checkbox"/> Lunch Arrangements for First Day or Week.....		
<input type="checkbox"/> Performance Appraisal – 90-day and annually thereafter - forms on Employee Extranet Website		

Welcome to the Diocese!