

DIOCESE OF TUCSON

NEW HIRE CHECKLIST

Name: _____ Date of Hire: _____

Location: _____

PRIOR TO FIRST DAY

- Completed Application for Employment **
- Completed Applicant Evaluation Form
- 3 References

SAFE ENVIRONMENT COMPLIANCE

- Transmittal Form **
- Individual Annual Attestation Form
- Permission to Obtain Information Form**
- Fingerprint Card **
- Code of Conduct Information
- Guidelines to Prevention of and Response to Sexual Misconduct
- View SEP video

FIRST DAY

- Memorandum of Employment with Job Description
- A-4 (State Tax Form)
- W-4 (Federal Tax Form)
- I-9 with copies of documentation provided ****
- Direct Deposit Form (if applicable)
- Emergency Information Sheet
- Copy of Employee Handbook
- Acknowledgement of Receipt of Employee Handbook
- IOI New Hire Form****
- Employee Status Change Form ****

** Mail completed, original Transmittal Form, copy of Application and completed, original fingerprint card with applicable fees according to the transmittal form to Compliance, Diocese of Tucson, P.O. Box 31, Tucson, AZ 85702

**** Complete and fax to Diocese of Tucson – HR Office, 520-838-2583

Retirement Eligible Employees (20 Hours or more)

- 403(b) packet available on-line at:
<http://www.diocesetucson.org/employeeinformation.html>
- Completed Lincoln Enrollment Form (Fax copy to Diocese of Tucson HR, Original to Lincoln)****
- Completed Lincoln Salary Reduction Election Form (Fax copy to Diocese of Tucson HR, Original to Payroll)****

Benefit Eligible Employees (30 Hours or More) *

- Refer employee to Diocese of Tucson website at:
<http://www.diocesetucson.org/employeeinformation.html>

Employee will receive an email from MyEnroll with instructions to enroll in benefits on-line.
- Obtain confirmation page of benefits from EE before benefit start date

* Lay Employees: Eligibility is the 1st of the month following 90 days from the date of hire for Medical, Dental, Vision and Life/AD&D.

* Teachers: Eligibility is the 1st of the month following 30 days from date of hire for Medical, Dental, and Vision. Eligibility is the 1st of the month following 90 days from the date of hire for Life/AD&D.

* Principals: Eligibility is the 1st of the month following date of hire for Medical, Dental and Vision. Eligibility is the 1st of the month following 90 days from the date of hire for Life/AD&D.