

# DIOCESE OF TUCSON

# 101 NEW HIRE FORM

**DEPARTMENT** \_\_\_\_\_ **LOCATION** \_\_\_\_\_ **SSN** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PREFIX** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **MIDDLE NAME** \_\_\_\_\_ **LAST NAME** \_\_\_\_\_ **SUFFIX** \_\_\_\_\_

**ADDRESS LINE 1** \_\_\_\_\_ **ADDRESS LINE 2** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**BIRTH DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **I-9 ON FILE**  
YES/\_\_\_/ NO/\_\_\_/

<b>CANONICAL ROLE</b>	<b>ACCRUAL CODE</b>	<b># OF PAYS</b>	<b>FSLA</b>
<input type="checkbox"/> Bishop	<input type="checkbox"/> 01- Based on years of service	_____	<input type="checkbox"/> Exempt
<input type="checkbox"/> Diocesan Extern	<input type="checkbox"/> 02- Based on years of service		<input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Lay Person	<input type="checkbox"/> 03 -Based on years of service		
<input type="checkbox"/> Priest	<input type="checkbox"/> 04- Special Accrual		
<input type="checkbox"/> Religious Brother	<input type="checkbox"/> ST- School Teacher		
<input type="checkbox"/> Religious Extern Priest	<input type="checkbox"/> XX- No Accrual		
<input type="checkbox"/> Religious Priest			
<input type="checkbox"/> Religious Sister			

**JOB CATEGORY** \_\_\_\_\_ **EMERGENCY CONTACT** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**LOCATION HIRE DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DIOCESE HIRE DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **BENEFIT ELIGIBLE DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **CRIMINAL BACKGROUND** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<b>PAY CYCLE</b>	<b>PAY TYPE</b>	<b>PENSION ELIGIBLE</b>	
<input type="checkbox"/> Weekly	<input type="checkbox"/> Hourly	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Salary		
<input type="checkbox"/> Semi-Monthly	<input type="checkbox"/> Quarterly		
<input type="checkbox"/> Monthly			
<input type="checkbox"/> Quarterly			

<b>TAXABLE STATUS</b>	<b>W4 STATUS</b>	<b>FED EX</b>	<b>STATE EX</b>	<b>UC ST</b>
<input type="checkbox"/> Fully Taxable	<input type="checkbox"/> Single	_____	_____	__ AZ __
<input type="checkbox"/> Tax Exempt – 1099	<input type="checkbox"/> Married			
<input type="checkbox"/> Fica/MHI Tax Exempt				
<input type="checkbox"/> Fica Tax exempt only				
<input type="checkbox"/> Tax Override – 1099R				
<input type="checkbox"/> Tax Exempt – No 1099				

**ANNUAL SALARY** \_\_\_\_\_ **WEEKLY STD HOURS** \_\_\_\_\_ **PER PAY SALARY** \_\_\_\_\_ **PER PAY HOURLY RATE** \_\_\_\_\_

**PLEASE SUBMIT ADDITIONAL INFORMATION FOR DEDUCTIONS AND DIRECT DEPOSIT SET UP**