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

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Forms for employee to complete and return**

* W-4
  + CC: Payroll
  + Original to ‘ee folder
* HW-4
  + CC: Payroll
  + Original to ‘ee folder
* I-9 (file original in separate I-9 folder, not in ‘ee folder)
* Employee handbook (last page)
* Paychex Direct Deposit form
  + CC: Payroll
  + Original to ‘ee folder
* In Case of Emergency Form
* Background Check form (first pg)
* HMSA Enrollment Form
  + CC: DSC (Rae Costa) – remove/black out SSN and DOB if you send via email
  + Original to ‘ee folder

**Forms for employee to keep (send via email) – email Rae for most current forms**

* ACA Model Cover letter to Employees
* TECH Model Notice Health Plan
* HMSA Well-Being Guide
* HMSA Rates letter from DSC
* HMSA New Member Welcome Brochure
* HMSA Plan Comparison Guide
* HPH Provider Directory
* PPP Directory
* HMSA Vision Plan
* HMSA Travel Flyer
* Women’s Health Notice
* CHIP Notice
* Special Enrollment Notice
* Privacy Notice
* Nondiscrimination Notice

**Provide**

* Keys (if applicable) & Access
* Supplies
* Work contacts / directories
* Company credit card (if applies)
* Badge (if applies)

**Tour**

* Introduce staff/leaders
* Parking
* Office supplies storage
* Office machines (copier, fax, etc)
* Emergency exits
* First aid supplies
* Kitchen/break room/restroom
* Work area (ex: desk)
* Use of phones/message system
* Mail system

**Review**

* Probationary period
* Job Description
* Initial training plans and job assignments
* Performance expectations and standards
* Job schedule and hours
* Payroll timing, time cards (if applicable, and policies and procedures)
* Finances/Reimbursement procedures

**Policies**

* E-mail/ internet use
* Emergency procedures/security
* Confidentiality
* Safety and security
* Personal conduct
* Dress code
* Performance review schedule
* Overtime
* Holidays
* Vacation and sick leave
* Purchase requests

**Computer Review**

* E-mail
* Internet access
* Database
* Documents
* Spreadsheets
* Shared drive
* Diocesan Website

**Background Check**

* Initiate background check. Received Final Report on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Register for Trainings**

* Safe Church. Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CPR (recommended). Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* First Aid (recommended). Completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provide Access to**

* Computer (ITK)
* Computer files/folders (ex. Accounting) (ITK)
* MAS-90 software if applicable
* CPG website if applicable
* Hawaii Tax Online if applicable
* Paychex website if applicable
* ACS software if applicable
* Weebly if applicable
* Formstack if applicable

**Notification**

* Optional: Announce new hire in e-Chronicle
* Optional: update website with new contact information

**Other**

* Order business cards
* Input personnel information into Paychex
* Input personnel information into CPG Employee Roster
* Fax Form W-4 to Child Support Enforcement Agency (CSEA) at 692-7001 or mail to: Child Support Enforcement Agency, New Hire Reporting Dicrectory, 601 Kamokila Blvd, Ste 251, Kapolei, HI 96707