NEW HIRE REPORTING CHECKLIST

ITEMS TO MAINTAIN IN EMPLOYEE PERSONNEL FILE

____________________________________ ____________

Employee name Hire date

- ❑ **Employment application or resume**
  Each new employee must submit a resume or job application form. These forms contain information about the new employee that can be verified, such as previous employer(s) and education.

- ❑ **Job description**
  A clear definition of employee's duties and responsibilities are detailed in a job description. The job description includes the position title, duties and responsibilities, qualifications required for the job and accountability. The employee must receive a copy of the job description, and a copy placed in the employee's personnel file.

- ❑ **Background check (BCI/FBI)**
  All employees are bound by the provisions of the Diocese of Youngstown Safe Environment Policy. Employees must be provided with a copy of the Safe Environment Policy.

  The employee must read the policy and sign an authorization, verification and acknowledgement form. The form must be kept in the employee's personnel file. Employees must also be fingerprinted and participate in the "Virtus" training.

- ❑ **Employee receipt and acknowledgement of Personnel Policies and Procedures**
  All diocesan entities should have a personnel policy and procedures manual. Each employee should receive a copy of this manual, and the signed acknowledgement form should be placed in their personnel file.

- ❑ **Form I-9 verification**
  The Employment Eligibility Verification form I-9 must be completed by each new hire and by a representative of the employer. The new employee must also provide proof of employment eligibility by presenting unexpired acceptable documents from the lists. Employer will maintain completed forms in a separate binder/folder for the duration of the retention period as instructed by DHS. The form can be obtained online at: www.uscis.gov/files/form/i-9.pdf

- ❑ **Copy of employee's driver's license and social security card** (for payroll).

- ❑ **Form W-4 for federal income tax withholding**
  All new hires must complete Form W-4 before receiving their first paycheck. This form includes information on marital status, number of dependents, and designated additional withholding amounts. This form can be obtained online at: http://www.irs.gov/pub/irs-pdf/fw4.pdf

- [ ] **City withholding (if applicable)**

Certain cities and villages (municipalities) have local income tax withholding requirements. If your institution is located in a municipality that has a tax, you are required to withhold local income taxes from your employees.

The Ohio Department of Taxation provides a listing of all municipalities with tax withholding requirements at: http://www.tax.ohio.gov/municipalities.aspx

The direct link for 'The Finder' tool to search by the Employer's address is:
https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=Municipal

If an employee works in a taxable municipality, the city tax code for their employer's physical location must be selected on the Paylocity tax setup tab (local drop down).

If a currently taxed municipality code is not entered, this required withholding will not be calculated or deducted from the employee's gross wages. The entity could be held liable to pay these taxes, if it is not properly withheld from the employee's wages and remitted to the respective city.

- [ ] **Local school district withholding (if applicable)**

Ohio law requires that you determine if an employee lives where a school district income tax is in effect. If so, the employer must withhold this tax from the employee's compensation – even if you do not conduct business or operations in that school district.

The Ohio Department of Taxation provides a listing of all school districts with tax withholding requirements at: http://www.tax.ohio.gov/school_district_income.aspx

The direct link for 'The Finder' tool to search by the employee's address for their Ohio school district tax code is:
https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=SchoolDist

If an employee lives where a school district income tax is in effect, in Paylocity tax setup, select from the "local" drop down options the appropriate school district.

If a currently taxed school district code is not entered, the required withholding tax will not be calculated or deducted from the employee's gross wages. The entity could be held liable to pay these taxes if not properly withheld from the employee's wages and remitted to the respective school district.

- ❑ **Email Notification form**
  This worksheet lists various employment events for full-time, part-time and seasonal/temporary status employees.

• The bookkeeper should send the completed email notification form via email for each new hire/rehired employee to **both** the Employee Benefits Coordinator (rvocature@youngstowndiocese.org) and (lvuksanovich@youngstowndiocese.org) in the Financial Services Office.

The email subject line should contain this information: Paylocity #147_____ – Employee Name (New Hire or Rehire).

- ❑ **Employee benefit programs summary (FT/PT/Seasonal)**
  There is a separate document for each employment classification that should be given to new hires or current employees when their classification changes. This form should be signed by the employee and the original kept in the employee's personnel file. A signed copy should be given to the employee.

- ❑ **Electronic benefits enrollment (full-time employees only)**
  When a full-time benefit eligible employee is hired, the bookkeeper will enter an email address on the employee demographics screen, to subsequently enable the employee access.

  The system will feed information to the BSwift Benefits module which will then activate the "Start your enrollment".

- ❑ **Diocese of Youngstown 403(b) Plan Enrollment Form and Beneficiary Form**
  If the employee elects to participate in the DOY 403(b) Plan, they must complete the 403(b) Enrollment Form and the Beneficiary Form. The employee may access the Principal Financial Services, Inc. website to enroll online at: www.principal.com. Links and information are available on the diocesan website.

- ❑ **Direct deposit authorization**
  All employees must have their payroll directly deposited into their bank account(s) to eliminate use of paper checks. Through Paylocity's new hire onboarding module, the employee will enter the bank's routing number and account number.

  Future changes to banking information can be made by the employee through the Paylocity self-service portal.

- ❑ **Emergency contact information sheet**
  It is important to have emergency contact information for all employees; in case anything was to happen to the employee, the employer knows who to contact. This information should be kept in the employee personnel file and must be entered in the Paylocity payroll record in the employee's "personal" tab.

Other items to be maintained in the employee personnel file

- ❑ Performance evaluations
- ❑ Awards or citations for excellent performance
- ❑ Records of attendance or completion of training programs
- ❑ Any contract or written agreement, receipt, or acknowledgment between the employee and the employer, such as an employment contract or an agreement relating to a company-provided car
- ❑ Notes on attendance or tardiness
- ❑ Warnings and/or other disciplinary actions
- ❑ Information on complaints against employee
- ❑ Documents relating to the employee's departure from the institution, such as reasons why the employee left or was fired)