

**HR Benefit/ Payroll Setup (to be completed by EMPLOYER)- COMPLETE ALL SECTIONS**

**Personal Information**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

*Print name EXACTLY as it appears on your Social Security Card below:*

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Gender: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Ph ( ) \_\_\_\_\_ Cell Ph #:( ) \_\_\_\_\_

Hire Date: \_\_\_\_\_ Company Code: \_\_\_\_\_ Job Title: \_\_\_\_\_

Location Name: \_\_\_\_\_ Business Unit #: \_\_\_\_\_

- Employment Status:**
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> less than 30 hr / wk | <input type="checkbox"/> 30-34 Hrs/52 wks           | <input type="checkbox"/> 30-34 Hrs/ less than 52 wks |
| <input type="checkbox"/> Part Time Per Diem   | <input type="checkbox"/> Part Time Seasonal         | <input type="checkbox"/> Part Time Temporary         |
| <input type="checkbox"/> Full Time Per Diem   | <input type="checkbox"/> Full Time Seasonal         | <input type="checkbox"/> Full Time Temporary         |
| <input type="checkbox"/> 35-40 Hrs/52 wks     | <input type="checkbox"/> 35-40 Hrs/less than 52 wks |  |

**Benefit Eligibility:**  Not Benefit Eligible (less than 30 hours per week)  Benefit Eligible (minimum of 30 hours per week)

Home Dept #: \_\_\_\_\_ Pay Group (# of pay pds):  10  12  21  24  26

**Earnings Information**

Rate: \$ \_\_\_\_\_  per Hour  per Day  per Week  Biweekly  Bimonthly  per Month

Hours worked per week: \_\_\_\_\_ Weeks per year: \_\_\_\_\_ Annual Compensation: \$ \_\_\_\_\_

**New Hire Paperwork Checklist:**

**Please check off and attach the following forms:**

- W4 Form (Federal Tax WH)  NYS Notice and Acknowledgement of pay rate  
 IT-2104 (State Tax WH)  I9 Form with copy of Ids  Direct Deposit Form

**Employer Representative Completing this Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed new hire paperwork should be submitted to the HR Department within 3 days of the employees hire date (1st page of I9 should be completed by employee before or on 1st day). We can not accept incomplete, outdated or incorrect paperwork. Should you need any assistance or have questions please do not hesitate to contact the HR department. New Hire forms and examples of completed forms may be found on the Diocesan portal at: <https://sites.google.com/a/syrdio.org/contextus/human-resources/employee-forms>.



**Please be advised you must notify your new employee of the following:**

- 1) They will be assigned a Diocesan email address. IT creates email addresses for new employees on a weekly basis (Fridays) per an ADP New Hire report from HR. IT will then forward the email and log in information to the parish contact.
- 2) They must complete the NYS required Sexual Harassment Training within the ADP system.
- 3) All employees must undergo the "Protecting God's Children" Safe Environment seminar within 60 days of their hire date.
- 4) Additionally, if benefit eligible (30 or more hours per week), they have 30 days from their date of hire to elect benefits which will be effective for the first of the month following date of hire. You may direct them to the diocesan webiste for detailed benefit information as well as instructions for creating their ADP account at: <https://syracusedioocese.org/offices/finance-operations/human-resources/benefits-information/>.