

New Employee Resources

The following will serve as a checklist of items that new employees must complete in the order listed.

- ☐ [Employment Application](#) completed and signed
- ☐ Final version of [job description](#) completed
- ☐ [Offer of Employment letter](#) sent and accepted
- ☐ [Background check](#) submitted and cleared
- ☐ [Virtus training registration](#)
- ☐ Background check updated in Virtus Database
- ☐ [Teacher Unprofessional Conduct Release Form](#) (PA 189)
- ☐ [Employee Handbook](#) acknowledgement signed
- ☐ Parish/School policies given to new employee
- ☐ [Employee Assistance Program](#) Information provided
- ☐ [Direct Deposit Form](#) completed
- ☐ [Employee Emergency Contact Form](#) completed
- ☐ [Insurance Payroll Deduction Authorization Form](#)
- ☐ [Cash-in-Lieu of Insurance Form](#) (if applicable)
- ☐ [I-9 Form](#) (verify ID, legal name, and ability to work in U.S.)
- ☐ [W-4 Federal](#)
- ☐ [W-4 State](#)
- ☐ [W-4 City Tax](#) (if applicable – check your local requirements)
- ☐ [W-9 For Independent Contractors](#) – must have on file
- ☐ [Employee enrolled in eligible benefits through Michigan Catholic Conference](#)
- ☐ Hire in Paycor and [Complete Paycor Custom Fields](#)