



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of Human Resources

1400 N. Meridian Street, Indianapolis, IN 46202-2367
P.O. Box 1410, Indianapolis, IN 46206-1410
317-236-1594 1-800-382-9836 Fax: 317-236-1401

CHECKLIST FOR NEWLY HIRED EMPLOYEES WHO WORK UNDER 1,500 HOURS PER YEAR

**This form must be completed, signed and returned to the Payroll Department
before an employee can be paid.**

PART I - To be completed by the Employee:

I have received each of the following documents (please check):

- Policy Acknowledgement Form for Employees who will work under 1,500 hours per year
- Employee Emergency Notification Form (completed form kept in personnel file)
- Direct Deposit Form (completed form to Payroll)
- Form W - 4, Employee's Withholding Allowance Certificate (completed form to Payroll)
- Form WH - 4, Indiana Employee's Withholding Exemption and County Statute Certificate (completed form to Payroll)
- Immigration and Naturalization Service Form I - 9, Employment Eligibility Verification (completed form to Payroll)

Employee's Signature

Date

(OVER)

PART II - To be completed by the Parish/School/Agency Representative:

The following forms must be sent to Central Payroll (please check):

- Authorization for Payroll Action Form
 - Worksheet for Calculating Lay Equivalency (if applicable)
 - Form W-4, Employee's Withholding Allowance Certificate
 - Form WH-4, Indiana Employee's Withholding Exemption and County Statute Certificate
 - Immigration and Naturalization Service Form I-9, Employment Eligibility Verification
 - Background Check Report (indicating that a criminal history check has been completed by Results, Inc.) –for licensed teachers and school administrators, please attach a copy of the teaching license
 - Worker's Permit (if applicable)
 - Direct Deposit Form
 - Checklist for Newly-Hired Employees (this form)
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The following forms must be kept in Employee Personnel File (please check):

- Application
- Resume (if applicable)
- Contract (if applicable)
- Signed copy of the Policy Acknowledgement Form
- Employee Emergency Notification Form

Parish/School/Agency Representative's Signature

Date

Please mail or fax this completed form to the Payroll Department.
(Fax: 317-236-7327)