

# ARCHDIOCESE OF BALTIMORE



New Hire Checklist for: \_\_\_\_\_

Date \_\_\_\_\_ Orientation Completed by \_\_\_\_\_

Action Items	Completed	Verified
<u>Initial New Hire Setup:</u>		
Application - Filled out/File	_____	_____
Copy of Resume + Job Description - File	_____	_____
Welcome/Offer Letter - Signed Copy in File/Copy to Employee	_____	_____
Fingerprinting - File (Keep Receipt for Check Request)	_____	_____
Criminal Background Check - File	_____	_____
References Checked + Forms Filled Out - File	_____	_____
MyArch New Hire Form - Enter 1 week prior to start date	_____	_____
UtiliPro Initial Entry - Setup new employee	_____	_____
New Hire PAF - complete and send to distro / File	_____	_____
Protecting God's Children Training: Assigned/Completed/File Certificate	_____	_____
Sexual Harassment Training: Assigned/Completed/File Certificate	_____	_____

Orientation Folder:

Left pocket - Credit Union/Bank, Archdiocese at a Glance, Pay Calendar, Holiday Calendar, CK Community School Handout, Central Services Info Sheet

Right pocket - Photo Consent form, Employee Info Form, Mobile Device Allowance, Payroll Parking Deduction, Code of Conduct + Statement of CYP Acknowledgement, Computer Access Disclosure, I-9, W-4, MW507, Harassment Policy, Direct Deposit Auth, Parking Contract

Action Items	Completed	Verified
<u>Day of Orientation:</u>		
TAX Forms   Federal & State - Enter in Ultipro / File	_____	_____
I-9 Form - Update in Ultipro / File	_____	_____
Employee Information Form - Enter in Ultipro	_____	_____
Parking form + Parking Payroll deduction if applicable - Filled out and Sent to BC Parking / File	_____	_____
Direct Deposit form + Voided Check: Enter prenote in Ultipro/File - (Yellow to Employee)	_____	_____
Mobile Device/Phone Form - (if needed) Copy to Tricia / File	_____	_____
Employee Badge - Setup with Mary	_____	_____
Basic Policy Review - Employee Handbook: Policy.Archbalt.Org / Phone Directory	_____	_____
UtiliPro Instructions - Handout	_____	_____
Pay and Vacation/Holiday Calendars - Handout	_____	_____
CYP Policy Acknowledgement - Sign/File	_____	_____
Sexual Harrassment Policy Handout - Sign/File Copy to Employee	_____	_____
Consent to Photograph Form - Sign/File	_____	_____
Computer Access Disclosure Form - Sign/File	_____	_____
Building Tour / Lunch	_____	_____
<u>Additional Training:</u>		
IT Orientation Phone Directory: Scheduled/Completed	_____	_____
Utilipro Timesheet Training: Scheduled/Completed	_____	_____
CYP Training: Scheduled/Completed	_____	_____