

Employee New Hire Checklist

Employee Name: _____

Hire Date: _____
(DATE must be entered into the employee payroll record in ConnectNow Accounting)

Application for Protection of Children:

- ☐ This application is used for background checks for Protection of Children. It is imperative that ALL employees be enrolled in the Protections of Children program, even if they have no contact with children. The original record must be kept on file in the parish/school office. Fax the application to 601-812-5743. Call or email Vickie Carollo with any questions at Vickie.carollo@jacksondiocese.org or at 601-960-8471.

Notification to the Catholic Diocese:

- ☐ **CDJ New Hire Form** - copy to employee; original in employee file; copy to Donna Vecellio at mailto:dvecellio@employeebenefits.com and Julia Williams at julia.williams@jacksondiocese.org. If emailing, **please send by secure email** to protect employee information, otherwise please fax to both locations.

Any questions concerning insurance enrollment can be directed to Julia Williams, Benefits Coordinator, at 601-960-8462 or email julia.williams@jacksondiocese.org.

Federal and State: (fax copies of all withholding forms to Kay Neely 601-960-8455 or contact Kay directly at 601-960-8461, kay.neely@jacksondiocese.org.)

- ☐ **W-4 Federal New Hire Form** (not mail to IRS)
- ☐ **I-9 Federal form** - (Employers are responsible for completing and retaining this form on all employees. Employers may be fined if form is not complete. Do not mail to any federal agency. Retain original in employee record along with proof of identify and employment authorization.)
- ☐ **MS Withholding form** (for employee records only – do not mail to MS State)
- ☐ MS State new hire form (register new employees at <https://ms-newhire.com/register>; Parishes may use the paper form, but registering online is preferable)
- ☐ **E-Verify** (although optional in some states) is required for all public and private employers in the state of Mississippi as of 2011. Click this link for additional information and to enroll: <https://www.uscis.gov/e-verify>.

To view the bill, click this link: [SB 2988](#).

OPTIONAL, but highly suggested:

- ☐ **Job Description** - It is recommended that you have job descriptions on all employees. Also documenting hire salary and benefits, signed by the new employee, could prove to be very useful. Suggest printing on letterhead.
- ☐ **Employee Emergency Contact Info** - Again, this form is optional but may prove to be useful.
- ☐ **Parish Authorizations** - Distribution or authorization of whatever is required for job position, such as keys, email addresses, access to computers, telephone systems, etc.)