Name: _____   **Department:** _____

EMPLOYEE NEW HIRE FILE CHECKLIST

Date Checked	In File (Yes/No)	Document	Comments
		Employment Application/ Resume	
		Diocesan Initial Hiring Form	
		Utah New Hire Registry	
		Copy of Educational Degree	
		References	
		Offer Letter/At Will Statement and Acknowledgement	
		Emergency Contact Information	
		Job Description Acknowledgement	
		Pastoral Directives Acknowledgement	
		Safe Environment Compliance	
		W-4 Form	
		I-9 Form	

Date Checked	In File (Yes/No)	Document	Comments
		Employee Status Form	
		Direct Deposit Form	
		Health Insurance or Waiver Paperwork	
		COBRA Initial Notice	
		Performance Evaluations	
		Corrective Action Paperwork	