



Employee name: _____ Hire date: _____

BEFORE THE FIRST DAY OF EMPLOYMENT THE FOLOWING IS REQUIRED: #1, #2 & #3.

1. VIRTUS & BACKGROUND CHECK; must be completed BEFORE first day of employment

- Virtus Verification Form – Consult your Virtus Coordinator and make sure the steps below are completed through the Virtus website.
www.virtusonline.org
 - Child Protection Policy
 - Code of Ethical Standards
 - Harassment Policy
 - Background Check Report
 - Virtus Certificate of Attendance

2. Required Identity Verification; must be completed BEFORE first day of employment

- I-9 form completed with proper ID, signed and filed *separately*. *Do not give the employee access to Dayforce until the I-9 has been completed.*
- Ask the employee if they previously worked in the Archdiocese and note the date and location. Employees who transferred into your location are considered a NEW HIRE for your location. Check with the Chancery to verify the date as an Original Hire Date to enter into Dayforce. Your location's entitlement policy will determine the Seniority Date – the date to begin counting vacation & sick days.

3. Payroll Information to be completed

If gross weekly pay is less than \$455 a week, the employee must be Hourly Non-exempt or Salary Non-exempt and punch in or submit signed timesheets, unless the employee is a teacher or does ministerial work that is not music related.

It is required by Federal law that employees be paid for all hours worked. Hours worked over 40 in one week must be paid overtime at 1&1/2 times their hourly rate.

Certified contract full time & part time teachers can be salaried exempt.

- New Employee Payroll Data & Approval Form
- Employment Contract-For Certified Teaching Staff making \$455 or more a week/Salary Exempt

4. For Dayforce Locations:

- Dayforce MyHR>>Forms>>New Hire Form (Role should be employee role, if employee will be a manger – the 2nd role will need to be added by the Chancery.) Complete and submit New Hire form.
 - If the employee worked previously in the Archdiocese, you will need to enter
 - The correct Original Hire date, from #2 above.You may also need to enter
 - The correct Seniority date (the date from when entitlements/vacation & sick count)
- Send an Email to the employee with their login info and the link to the Employee Dayforce & Benefit web page.
www.archkck.org/Employee-Dayforce
This web page includes the Benefit Guide and employee & manager Dayforce training guides which contains employee log-in information.
- If the employee begins in the middle of a pay period. A Quick Entry will be needed for their first paycheck, Type – Regular, Amount - \$ amount for days worked, check mark Replace.

www.archkck.org/Employee-Dayforce

This web page includes the Benefit Guide and employee & manager Dayforce training guides.

The employee should train on Dayforce; Use the Dayforce Employee Help Guide (with Screen Shots) and the Dayforce Manager Help Guide (with Screen Shots) from the Web site

- Clocking in & out (if hourly)
- Requesting Time Off; Sick, Vacation, PTO (for teachers), etc.
- Checking Profile data & under the Profile Security tab – complete security questions & answers so they are able to reset their own passwords.

The employee should complete or check the following Dayforce FORMS: (included in training)

- Address
- Contact Details Business Contact information – enter business phone & email
Be sure to check mark “Alerts” on email
- Emergency contact information
- W-4 for Federal tax withholding
- K-4 for State tax withholding
- Direct Deposit

5. **Benefit Information to be completed within 31 days**

- Current Employees' Guide to Benefits www.archkck.org/Employee-Dayforce
 - *30 hours or more – Eligible for all benefits*
 - *Guide to Benefits & 401k brochures are available on the link above which can be emailed to the employee or the employee can access this link above from the Archdiocese website www.archkck.org click on 2nd tab “The Archdiocese”>Human Resources & Benefits>Benefit Information for Employees*
 - **IMPORTANT: Have employee complete the Benefit enrollment through the Dayforce system>>Benefits, within the first 31 days of employment.**

- **Explain Long Term Disability coverage – If the employee is dependent on their weekly income; this benefit is very important. It provides a portion of employee salary when an employee is recovering after an accident or out of work due to an unplanned extended illness. This benefit is not typically covered through a spouse's coverage.**

- 401(k) brochures – TIAA** (for locations in the retirement plan; available on-line).
Any employee, including part time, (working less than 30 hours); can make a voluntary contribution from their pay. They must work a minimum of 30 hours or more a week to be eligible for the Employer Match and Discretionary contributions.
 - Maximum employee contribution that will be matched is 4%; 10% voluntary is recommended
 - Maximum employer match is 2%
 - Current Discretionary contribution is an additional 2% paid semi-monthly
 - Beneficiary Forms

- Ask the employee if they work at any additional KCKS Archdiocese locations.
Be sure to contact Art Walsh if the employee is a multi-location employee; 913-647-0362.
Benefit eligibility is based on total hours from multiple locations

5. Additional Important Information

- References received
- References checked
- Job description (*reviewed and signed by employee and supervisor*)
- Signed Employee Handbook acknowledgment form (from your location)
- Written Acknowledgement of Receipt for Building Keys

6. Other Information to have in the employee file:

- Teaching License/Certification (if applicable)
- Signed new hire offer letter or employment agreement/Pay confirmation
- Application, resume and transcripts
- Tour of premises and introductions to coworkers

05/31/2018