

New Employee Paperwork Checklist

Legal Forms

- Employee's Withholding Allowance Certificate (W-4):
 - File in the parish personnel file; if the employee is claiming exemption from withholding, a copy of the form also needs to be sent to Department of Revenue, Mail Station 4450, St. Paul MN 55146-4450.
- Employment Eligibility Verification (I-9):
 - Must be completed within 3 business days of the date employment begins.
 - Must be kept in the parish's personnel file for three years after the date of hire or one year after the date employment ends, whichever is later.
- Minnesota New Hire Reporting Form:
 - Must be sent in within 20 days after the employee is hired.
 - One copy of the form is sent to the Minnesota New Hire Reporting Center and one copy is kept in the parish personnel file.

Benefit Forms

- Information Sheet for New Employees:
 - One copy is sent to the Office of Parish Administration at the Diocese, and one copy goes into the parish personnel file.
- Notice of Change/New Participant Enrollment Form:
 - Applies only to full-time employees.
 - One copy is sent to the Office of Parish Administration, and one copy goes into the parish personnel file.
- Group Employee Enrollment and Change Form:
 - Applies only to full-time employees.
 - One copy is sent to the Office of Parish Administration within 30 days of the employee's start date and one copy goes into the parish personnel file.

Safe Environment Forms

- Acknowledgement and Consent Form for Employees:
 - One copy is sent to the Safe Environment Office and one copy goes into the parish file.
- Employment Background Check:
 - One copy of this form is sent to the previous or other current employer, along with a Response by Employer form and a stamped envelope addressed to the Diocese of Crookston, Attn: Safe Environment Office. One copy is sent to the Safe Environment Office at the Diocese of Crookston and one copy is put in the parish file.
- Safe Environment Training:
 - Available online at http://www.crookston.org/DOC_Safe_Environment/Training_Components.html.