

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.
- Authorization for Direct Deposit form

Benefit Forms

- Information Sheet for New Employees:
 - **Applies only to full-time employees.**
 - One copy is sent to the Office of Employee Benefits 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 Employee Benefits at the Diocese, 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 Employee Benefits at the Diocese within 30 days of the employee's start date and one copy goes into the parish personnel file.
- MN Sure Coverage Options and your Health Coverage notice:
 - **Applies to all full-time and part-time employees** within 14 days of their hire date.
 - Employees need to sign the Exchange Notice Receipt form
 - One copy is sent to the Office of Employee Benefits at the Diocese and one copy goes into the parish personnel file.
- Summary of Benefits and Coverage and Uniform Glossary:
 - **Applies only to full-time employees.** Elections must be made within 30 days.
 - Employee needs to sign the Summary of Benefits and Coverage Delivery Receipt form.
 - One copy is sent to the Office of Employee Benefits at the Diocese and one copy goes into the parish personnel file.

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- Employee Notices:
 - Applies only to full-time employees
 - Premium Assistance under Medicaid and Children's Insurance Program notices
 - Special enrollment notice qualifying event notice
 - Michelle's Law notice
 - Newborn's Act notice
 - Applies only to full-time employees.
 - Employee needs to sign the Employee Notices Receipt form.
 - One copy is sent to the Office of Employee Benefits at the Diocese 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/offices/safeenvironment/certification>