NEW EMPLOYEE DOCUMENT CHECKLIST & PAYROLL DATA COLLECTION

o Background Screening Form (conditional to employment)

o Copy of Valid Driver's License or State I.D.

o Payroll Data Collection Section below is completed (all additional HR, Benefits and Payroll data is collected online. Churches not using Diocesan Payroll services have proprietary forms)

Payroll Data Collection

First Name_____   Last Name_____

Date of Birth _____   SSN_____

Email_____   Cellphone_____

Email form to AMartinez@DioceseFl.org

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*For HR Office Use Only

Hire Date _____   Location _____

Job Title_____   Classification_____

Pay Type_____   Pay Terminal_____

Pay Rate_____

Alina Martinez   January 2019