

New Hire Checklist

Employee Name _____

- _____ Employment Application completed and signed
- _____ Background check submitted (Schools Fingerprint/Parishes Virtus)
- _____ Background check passed
- _____ Background check updated in Virtus Database
- _____ Offer letter sent and accepted
- _____ Signed offer letter returned
- _____ Final version of job description completed
- _____ Request necessary keys
- _____ Request technology set up
- _____ Employee Handbook acknowledgement signed
- _____ Parish/School policies received
- _____ EAP Brochure
- _____ Update bulletin and/or webpage with staff changes
- _____ Order business cards, nametags, etc.
- _____ Employee enrolled in MCC benefits 1-800-395-5565
- _____ Direct Deposit Form
- _____ I-9 Form (having verified ID, legal name, and ability to work in U.S.)
- _____ W-4 Federal
- _____ W-4 State
- _____ W-4 City Tax (if applicable)
- _____ Virtus Training Registration
- _____ Code of Conduct Information
- _____ Hire in Paycor (or other payroll system)
- _____ Set up access to Paycor.com (or other payroll system)

New Hire Testing Examples

Peterson's, Arco, Fred M. Rafilson

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