

**New Employee Checklist**

|  |  |  |
| --- | --- | --- |
| **Employee name:** | **Location Name:** | **Department:** |
| **Job Title:** | **Date of Hire:** | **Supervisor:** |

1. **Prior to Employee’s First Day-**

[ ] When appropriate, send an email to your department staff alerting them of the new hire. Name, start date, job title and who the person reports to as well as a short profile.

[ ] Obtain the following:

[ ] Applications

[ ] Transcripts- Send to CSO

[ ] Transcripts- Send to school

[ ] Background Check (completed)

[ ] References

[ ]Contract/ Employment Letter

[ ] Pre- Employment Affidavit Notarized

[ ] Cleared by CSO

[ ] Building/office keys

[ ] Business cards (if applicable)

1. **1st Day Administrative Procedures-**

[ ] New hire meets with appropriate personnel (i.e. Principal/President, Asst. Principal, Department Chairs, Counselor, Deans, etc.)

[ ] New Employee Orientation

[ ] W-4 completed

[ ] I-9 Employment Eligibility Verification completed

[ ] Training schedule

[ ] Tour of School

[ ] Parking

[ ] Introductions

[ ] ID access badge (if applicable)

[ ] Office/desk/workstation/classroom set up-

[ ] E-mail

[ ] Internet

[ ] Website

[ ]RenWeb/ FACTS Login & Training

[ ] Share Drives

[ ] Evaluation Process

[ ] Curriculum/ Lesson Plan Expectations

[ ] Mileage Reimbursement

[ ] Expense Reimbursement

1. **Benefits-**

[ ] Medical/ Dental/ Vision/ LTD

[ ]FMLA/ STD

[ ] Supplemental Insurance

[ ]Life/ AD&D

[ ] PTO—Front Load vs. Accrual

[ ] Viewing plans in Exponent HR

[ ] Holiday Schedule/ School Calendar

[ ] 403(b) Plans- MoA

[ ]Enrollment/ Contributions/ Employer Contributions

[ ] Pay Schedule

[ ] Direct Deposit

[ ] Pay stubs/ W-2 in Exponent HR

1. **Safety-**

[ ] Safety Handbook

[ ] Worker’s Compensations

[ ] Accident Reporting

[ ] Crisis Management

[ ] Drug Test Policy

[ ] Location of First Aid Supplies/ MSDS

1. **School Policies-**

[ ] School Faculty/ Staff Handout

[ ] Disciplinary Protocol/ Grievances

[ ] CSO Handbook

[ ] Overtime Policy for Non- Exempt Staff

[ ] Code of Conduct/ Confidentiality

[ ] Resignation/ Job Abandonment

1. **Diocese of Dallas Safe Environment-**

[ ] Computer Systems/ Internet Policy

[ ] Safe Environment Training/ Video

[ ] Sexual Misconduct/ Safe Environment Policy

[ ] Diocese Social Media Policy

**ACKNOWLEDGMENT:**I have received training in the above areas. I agree, in the event I have any questions or concerns about the above material I will directly contact my Principal/President for additional clarification. I understand that I must accept or waive my insurance coverage in Exponent HR with 30 days of my hire date.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_