NEW EMPLOYEE OR CHANGE EMPLOYEE INFORMATION FORM

☐ **ADD A NEW EMPLOYEE TO PAYROLL** (Complete all information, except File #, and attach required forms)

Check One

☐ **CHANGE AN EXISTING EMPLOYEE** (Complete name, Soc Sec #, File #, work location and any changes to information currently in use)

EMPLOYEE NAME
SOC SEC # __ __ __ / __ __ / __ __ __ __ **File #** __ __ __ __ __ __ __

Employee Address _____

_____

Email Address _____

Employee Home Phone (_____) _____

WORK LOCATION

Job Title _____

Forms attached
☐ I-9 (Employment Eligibility) ☐ W-4 (Federal) ☐ K-4(IT-4) (State)
☐ Acceptance Form ☐ Direct Deposit (All regular employees)
☐ Diocesan Pension Forms (eligible new employees)

✩ *All forms must be received for a new employee before the new employee can be processed*
✩ *New employee must have passed a background check and completed VIRTUS requirements*
Forms available: www.covingtondiocese.org / all diocesan offices / finance / payroll & benefit forms

Salary Information: (Complete either semi-monthly salary OR hourly rate. Do not complete both)

$ ☐☐☐☐ . ☐☐ Semi-monthly Salary Rate (Salaried _school_ employees see pay options below)

$ ☐☐ . ☐☐ Hourly Rate (Number of Hours to be called in for each pay date)

(Contact the Payroll Office (392-1557) if you have any questions about entering salary information)

If the employee is a _salaried school employee_ (other than a contracted teacher), does he/she opt to be paid:

☐ 20 equal semi-monthly payments September through June _____ employee initials

☐ 24 equal semi-monthly payments September through August _____ employee initials

☐ 24 equal semi-monthly payments July through June _____ employee initials

Work Schedule: Employee is (check one) _____ Full-time _____ Part-time (if part-time, Full-Time Equivalent % _____ %)

(Mark Y or N) _____ At least 21 years of age

_____ Expected to work at least 15 hours per week

_____ Expected to work at least 5 months per year

Hire Date _____ **First Pay Date** _____ OR **Pay Rate Effective Date** _____

Signature of Pastor or Principal _____

Date _____

(MAKE A COPY FOR YOUR RECORDS)

OFFICE USE: Rec'd _____ File # _____ 1st pay _____

Revised 08-25-2015