



# ARCHDIOCESE OF MIAMI

*Office of Human Resources*

## ***New Hire Paperwork Checklist***

### *To be completed before start date:*

- Application for Employment
- Resume
- Fingerprints
- Complete Professional and Employment Reference Check
- Signed offer letter
- Signed job description
- Receive clearance letter from background check
- Complete Virtus training

### *Forms to complete within 1<sup>st</sup> week:*

- I-9 (The employee must present **original** and **unexpired** documents within **three (3)** business days of the start date.)
- W-4 form with voided check
- Employee Information Form
- Pension Enrollment Card
- Confidentiality Agreement
- Signed Disclosure regarding Conflict of Interest
- Employee Handbook Acknowledgement and Statement of Understanding
- Pledge to Promote a Safe Environment
- Proof of Insurance with required coverage (if applicable)
- Copy of diploma

### *Within 30 days:*

- Complete enrollment for Benefits through Benefitsolver ([www.adomhealthplan.org](http://www.adomhealthplan.org))

### *Provide to employee:*

- 403(b) enrollment information