**Employee Name: Date of Hire:**

**Position/Office:**

1. **Documents to be filed in Employee File folder**

* ADOM Application for Employment \_\_\_\_\_\_
* Resume \_\_\_\_\_\_
* Scholastic record, diploma and transcripts \_\_\_\_\_\_
* Job Description \_\_\_\_\_\_
* Employee Information Form – copy \_\_\_\_\_\_
* Job Offer Letter/Salary and Compensation \_\_\_\_\_\_
* Pension Enrollment Card - copy
* W-4 Employee's Withholding Allowance Certificate - copy
* Defined Contribution 403(b) Retirement Plan – copy
* Confidentiality Agreement (Office of Development) \_\_\_\_\_\_
* Signed Disclosure Regarding Conflict of Interest form
* Employee Handbook (Presentation + Acknowledgement

and Statement of Understanding)

* Keys, Acknowledgement of Receipt
* Remote Gate Opener, Acknowledgement of Receipt \_\_\_\_\_\_
* Other property issued (i.e., iPad, etc.) Acknowledgement of Receipt \_\_\_\_\_\_
* Motor Vehicle Records
* Payola (Communications Act of 1934,

Sections 317 & 507) – Radio Paz only

* Proof of Auto Insurance
* Driver License – copy \_\_\_\_\_\_
* Social Security Card – copy \_\_\_\_\_\_
* Virtus Training Certificate of completion (45 days from date of hire) \_\_\_\_\_\_

NOTE: Add employee in entity Emergency Contact List or Directory

1. **Documents to be kept in the Form I-9 Employment Eligibility Verification binder or folder (entity and employee must sign Form I-9 and examine unexpired original documents, not before the first day of work, but NO later than the third day of work).**

* Form I-9 Employment Eligibility Verification
* One from List A (i.e., Unexpired Passport) **OR**
* One from List B (i.e, Unexpired FL Driver License) **AND**
* One from List C (i.e., Social Security Card)

Refer to [www.uscis.gov](http://www.uscis.gov) for Form I-9, List of Acceptable Documents. **The employee must be allowed to choose which document(s) he or she wants to present from the List of Acceptable Documents.**

1. **Documents to be submitted through Benefitsolver/Health Plan**

* Marriage Certificate \*\*
* Children’s Birth Certificates\*\*
* Hartford Group Health Application Form \*\*\*
* Prior/Concurrent Coverage Affidavit

\*\* Family coverage enrollment \*\*\* Supplemental Life Insurance

1. **Documents to be kept by Safe Environment Office**

* Virtus Training
* Fingerprinting (FDLE and FBI State and National Background Check)

1. **Documents to be submitted to Payroll Supervisor**

* Employee Information Form
* Defined Contribution 403(b) Retirement Plan
* W-4 Employee's Withholding Allowance Certificate

with a voided check for direct payroll deposit

* Job Offer Letter/Salary and Compensation
* FL Driver License
* Social Security Card Number

1. **Documents to be filed away in Job Folder**

* Resume - copy
* ADOM Application for Employment - copy
* Professional References
* Past Employment Verification
* Verification Log

1. **Documents to be submitted to Gabriel, Roeder, Smith and Company**

* ADOM Pension Plan for Lay Employees Enrollment Form

**(Benefits)**

**Given to new employees:**

1. **Archdiocese of Miami Health Plan Folder Contents**

* Welcome (Understanding your benefits…)
* Enrolling is Easy instructions for Benefitsolver
* Important information regarding your Notice of Special Enrollment Rights (PPACA Marketplace Exchanges)
* Notice of Plan's Pre-existing Condition Exclusion
* Prior/Concurrent Coverage Affidavit
* Medicaid and the Children's Health Insurance Program (CHIP) (Offer Free or Low Health Coverage to Children And Families
* Benefits Guide
* Monthly Benefit Cost worksheet

1. **ADOM Cash Balance Plan Enrollment Card**
2. **Instruction to enroll in Defined Contribution 403(b) Retirement Plan**