



Catholic Diocese (CDJ) - New Hire

NEW HIRE INFORMATION

- New Hire Form: The New Hire form is needed by the Diocese to verify eligibility profiles, DOL status and ACA status for set up in Paycom.

PLEASE SEND THE NEW HIRE FORM TO ALL EMAIL ADDRESS LISTED BELOW OR FAX to 601-960-8464

- Renee Carpenter renee.carpenter@jacksondiocese.org
- Tamara Radican tamara.radican@jacksondiocese.org
- Stephanie Russell stephanie.russell@jacksondiocese.org
- Julia Williams julia.williams@jacksondiocese.org
- Business Managers at each location will begin the set-up process of new employees in Paycom. Employees > add new employee > new hire templates > New Hire. This will be a step by step entering data. Once new hire has been entered, a checklist will be assigned. The employee will then receive an email with login information. The employee must complete each task of the New Hire Checklist. You can access the checklist (Form 16) within the employee's Paycom record.
- Business managers will complete the employer tasks in yellow on the employee checklist.
- The Diocese will complete the E-Verify task on all new employees and mail the MDES New Hire Form once completed on the checklist. I-9 Federal Form: MUST be completed and submitted within **3 days of hire date** to process E-Verify within allotted time frame set by IRS. Also, **part of the Paycom onboarding piece** but can be downloaded off CDJ website if paper form is needed.
- Driver's License and Social Security Card must be saved to the employee's documents (Form 15) in Paycom and must be verified. You can upload the documents during the process of completing the I-9 task. You can also email the documents if needed.
- The new hire will complete the Paycom Direct Deposit task and must provide a voided check or a letter from the bank. Business Managers will need to upload documents to Form 15 and verify the account information in Form 11.

DISTRIBUTE TO NEW EMPLOYEES:

- Policy Manual (*if one is available at your location*)

PROTECTION OF CHILDREN

- Application for Protection of Children (POC): **This application is part of the onboarding piece in Paycom** and is used for background checks for Protection of Children. The Catholic Diocese of Jackson requires **ALL Employees** be enrolled in the Protections of Children program, even if they have no contact with children.
- If you are hiring an employee who is already cleared for Protection of Children, please call or email to Vickie Carollo at (601) 960-8471; Vickie.carollo@jacksondiocese.org to make her aware that this employee is now working at your location.
- Protection of Children Policy for Lay Personnel: Employees should receive a copy of this policy booklet along with the POC application. Contact Vickie Carollo for additional copies.