

Diocese of Covington
New Hire Form

*If the new hire has been previously employed by Diocese anytime since we converted to Paycor (2012), do not use this form.
Use the "Change/Transfer" form and enter the new 're-hire' date and enter all information to be updated.*

First Name

Last Name

Home Email

Hire Date See Note 1 below

Social Security Number

Work Location / Department

Hours Worked/Week See Note 2

Job Title

Compensation (enter either salary or hourly, not both): \$ _____ / pay period **OR** \$ _____ / hour

Salaried & EXEMPT
(Must be more than \$ 983.33/pay period
to meet FLSA regulations unless employee
is clergy, principal or teacher – See Note 3)

Hourly and NON-EXEMPT

Enter "Y" or "N" as appropriate, for all new hires:

- _____ New hire is at least 21 years of age
- _____ New hire will work an average of at least 15 hours/week
- _____ New hire will work at least 5 months of each calendar year

Teachers/Principals only: Please check one option below:

- _____ 20 equal semi-monthly payments; September through June
- _____ 24 equal semi-monthly payments; September through August
- _____ 24 equal semi-monthly payments; July through June (principals only)

REQUIRED DOCUMENTATION TO ATTACH TO THIS FORM:

- _____ VIRTUS Acceptance Form (must use the current version) – See local Virtus Coordinator for this form.
 Check here if the new hire is already Virtus certified. Will be confirmed by Virtus Office.
- _____ Form I-9 Identifying documents as follows:
Copy of Driver's License **AND** Social Security Card
OR
Copy of personal information/photo page of U.S. Passport
Check IRS Instructions for Form I-9 for alternative and acceptable forms of identification

IMPORTANT NOTES:

New Hire Employees will receive an email from the Paycor System prompting them to setup a Paycor account in order to complete their new hire paperwork online. It will come from noreply@paycor.com. They should receive this email within 2-3 business days of you submitting this form. If they do not receive the email within that time frame, ask them to check their Spam filter/Junk mail or contact the Payroll Office at 859-392-1558.

**PLEASE SUBMIT THIS FORM (and copies of the required forms listed above) TO THE PAYROLL OFFICE
AS SOON AS YOU HAVE ALL THE REQUIRED INFORMATION. WE ARE UNABLE TO PAY NEW HIRES
UNTIL ALL REQUESTED FORMS HAVE BEEN COMPLETED AND SUBMITTED THROUGH PAYCOR.**

Signature of **Pastor** or **Principal**

Date

- 1 – Hire Date is the first date that the employee is physically onsite and expected to begin their work duties. For all new hire teachers, that date is August 1st of each school year.
- 2 – The hours scheduled to work will be used to determine full-time/part-time status for the Affordable Care Act as well as for benefits.
- 3 – Please read the Diocesan Policy on Fair Labor Standards Act requirements to be sure you answer correctly. If you have doubt, please contact the Diocesan Payroll Office at 859-392-1558.

Payroll Office Use Only:

_____ Added Location Manager _____ Added Pension (if applicable) _____ Added Fee Deduction _____ Pension Forms to Nyhart

New Hire Form - Effective April 2017

_____ New Hire Complete

INSTRUCTIONS FOR NEW HIRE ONBOARDING PROCESS

THIS PAGE IS TO BE GIVEN TO YOUR NEW EMPLOYEE

Once your school/parish has turned in your new hire information to the Diocesan Payroll Office, you will be sent an email to complete all of your personnel information online and register for a Diocesan Paycor account. This account is how you will electronically receive your semi-monthly paystubs. Additionally, you will be able to access electronic versions of your Forms W2 and 1095C at year-end. It is important that you follow all instructions below in order to properly be setup in our payroll system. **PLEASE NOTE: 1) You will not be able to receive your first paycheck until this process is entirely completed; 2) You must register from a PC – DO NOT ATTEMPT TO COMPLETE THIS PROCESS ON A PHONE OR TABLET.**

1. Once your parish/school turns in the information to put you on the payroll system, you will receive an email from noreply@Paycor.com. If you do not receive the email in a timely manner, please check your spam/junk folder or contact your parish/school to be sure that your information has been given to the Diocesan Payroll Office.
2. The email you receive will have instructions on how to register with Paycor and will contain a link to do so. Simply click that link to start completing your payroll information.
3. You will be prompted to enter your last name. The required access code (found in the email) should populate automatically. Click “Continue”
4. You will see the screen below. Please complete all the information on the left side **only**, under the “Create Username and Password” section and click “Continue”. **IMPORTANT:** If you have a Paycor account from a different employer, **DO NOT** login with those credentials under “Sign In”. You must create a new username/password on the left side of this screen to be active in the Diocesan payroll system.

LEAVE THE RIGHT SIDE OF THE SCREEN BLANK – DO NOT ADD THIS REGISTRATION TO YOUR EXISTING ACCOUNT.

The screenshot shows two side-by-side registration options. The left section is titled "Create username and password" and includes fields for Username, Password, Verify Password, Email Address (pre-filled with "youremail@gmail.com"), and Phone Number (with a "Mobile" dropdown). Below these fields are checkboxes for "Enable Texting (standard carrier rates may apply)" and "I acknowledge that my checkstub and/or payroll information is available to me online via Paycor's web-based portal." A blue "Continue" button is at the bottom. The right section is titled "Sign in" and includes fields for Username and Password, each with a "Forgot?" link. A blue "Continue" button is at the bottom. A small note above the "Sign in" section reads: "If you already have a Paycor account, sign in now and we will add this registration to your existing account."

5. You will then be prompted to create/answer four security questions.
6. You will then be taken to the “Onboarding” main screen within Paycor. The left side of the screen will show the various sections that must be completed. Once you complete a section, you will see a green checkmark to indicate that section has been complete. You must complete the sections in order, and you cannot move ahead until the current section has been properly completed.
7. Please carefully read and follow the instructions on each page as presented. Again, you cannot move ahead until the current page has been fully and accurately completed. The various sections, and some commentary on each one are as follows:

- a. *Welcome* – This screen gives you some general information (and a link to more specific information) about the Diocese and our Benefits programs. You can also view a video welcome message from Bishop Foys. Once you’ve read the message (and viewed the link at the bottom of the screen), click the “Start Onboarding Now” button.
- b. *Personal* – This screen collects various personal information for your payroll profile. Information that has already been communicated to the Diocesan Payroll Office will already show up on this screen. Information with an ‘*’ by the field name is required information. Once completed, click “Save and Continue”
- c. *Contact* – This screen collects contact information from you. Once completed, click “Save and Continue”
- d. *Form I-9 Verification* – This screen collects information that prepares the employee section of the IRS Form I-9 that all employers are required to collect. Simply answer the questions and click “Save and Continue”. You will then be presented with a screenshot of the employee section of the Form I-9 which you must electronically sign by entering the last four digits of your SSN and name in the two fields at the bottom of the screen. Click “Sign and Continue”. You are then reminded of the documentation that you should have already provided to your local parish/school. Click “Save and Continue”
- e. *Direct Deposit* – We require all employees to use direct deposit. To complete this section, it will be helpful for you to have a blank check (NOT deposit ticket) available from the account to which your pay checks will be deposited. Enter the requested information from the check and click “Save and Continue”.
- f. *Tax Setup Tool* – This section will allow you to complete the appropriate US and state tax withholding forms. Click “Launch Tax Setup” to begin. Answer the questions as they are presented and the system will guide you through the preparation of the proper forms. Once the answers have been provided for each form, you will be presented with a copy of that form. (Note that if it is too small to be legible, simply increase the “zoom” setting on your internet browser. Please review it carefully, click the acknowledgement box at the bottom of the form and then click “Submit”. Once you complete the state form, please click ‘x’ at the top to close the box. You will then go back to the “Onboarding” tool and (if your satisfied with your tax withholding elections), click “Save and Continue”.
- g. *Documents* – This section contains documents that have already been (or need to be) filled out by you. If you are eligible to be in the Diocesan Pension Plan, you will have three forms to complete in this section; if you are not eligible for the Pension Plan, you will only have one document to complete.
 - i. Note that before you can complete any of these forms, you must click the “Setup Electronic Signature” button.
 - ii. Once that is done, click the “View Now” of the document you need to complete, and enter the appropriate information in all required fields of that document. Note that for the “Diocese of Covington Benefits Package” document, there are no fields to complete, you must simply electronically sign that you have seen this document.
 - iii. At the end of each form, simply click anywhere in the “Electronic Signature*” box to enter your signature, and click “Sign and Continue”.
 - iv. Once all documents have been properly completed, click the “Save and Continue” button.
- h. *Review* – This screen allows you to review (and edit if necessary) the basic information you are about to submit. Once you are satisfied that all of the information is correct, click the “Submit Onboarding” button. **NOTE: UNTIL YOU CLICK THIS “SUBMIT” BUTTON AND SEE GREEN CHECK MARKS BESIDE EACH SECTION ON THE LEFT SIDE OF THE SCREEN, YOUR INFORMATION HAS NOT BEEN SUBMITTED.**

8. Once you have submitted your information, you are presented with a link that will allow you to download your “Employment Documents Package”. Once downloaded, you can save/print to your local computer/printer.