



Diocese of Covington New Hire Form



If the new hire has been previously employed by the Diocese 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 (first day worked)

_____ **Social Security Number**

_____/_____
Work Location (parish/school) / Department (Dept #)

_____ **Hours Worked/Week** See Note 2

_____ **Job Title (MUST select from list on page 2)**

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

Salaried & **EXEMPT** Hourly and **NON-EXEMPT**

(Must be **\$1,828.67** or more per pay period to qualify for salary/exempt under FLSA regulations unless employee is clergy, principal, or teacher – See Note 3)

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 any questions, 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 Complete

Job Title	Automatically Exempt?	Always Hourly (Non-Exempt)
Administration / Manager	No	No ⁽¹⁾
Administrative Assistant / Secretary	No	Yes
After Care	No	Yes
After Care Director	No	No ⁽¹⁾
Assistant Principal	Yes ⁽²⁾	-
Bookkeeper	No	Yes
Bus Driver / Monitor	No	Yes
Business Manager	No	No ⁽¹⁾
Cafeteria / Food Service	No	Yes
Cafeteria Manager	No	Yes
Cemeteries	No	Yes
Clerical	No	Yes
Coach	No	Yes
Coordinator of Religious Education	Yes ⁽²⁾	-
Counselor - Client	Yes	-
Counselor - School	Yes ⁽²⁾	-
Custodial / Maintenance	No	Yes
Day Care	No	Yes
Deacon	Yes	-
Development / Advancement	No	No ⁽¹⁾
Director	No	No ⁽¹⁾
Director of Religious Education	Yes ⁽²⁾	-
Healthcare Assistant	No	Yes
Information Technology	No	No ⁽¹⁾
Kindergarten Aide	No	Yes
Kindergarten Teacher	Yes	-
Ministerial	Yes ⁽³⁾	-
Musician	Yes	-
Nurse	No	No ⁽¹⁾
Parish Life Collaborator	Yes	-
Preschool Aide	No	Yes
Preschool Assistant Director	No	Yes
Preschool Assistant Director (>50% Teaching)	Yes	-
Preschool Director	No	Yes
Preschool Director (>50% Teaching)	Yes	-
Preschool Teacher	No	Yes
Preschool Teacher (>50% Teaching)	Yes	-
Priest	Yes	-
Principal	Yes ⁽²⁾	-
Sacristan	No	Yes
Substitute Teacher	Yes	-
Teacher	Yes	-
Teacher Aide	No	Yes

(1) - To be salaried (exempt), **BOTH** of the following must be met:

- a. Paid at least **\$1,828.67** / pay period.
- b. Meet one of the three exemptions (see policy for details):
 - i. Executive Duties
 - ii. Professional Duties
 - iii. Administrative Duties

(2) - Must be paid at least the starting teachers' scale to be considered exempt.

(3) - Must be working in an actual ministerial capacity to be considered exempt.

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 personal 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@Notifications.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 and email address. The required access code will populate automatically. Click “NEXT”.
4. You will see the “SIGN IN CREDENTIALS” screen. Please enter a Username, Password, and check both acknowledgement boxes (you will need to scroll through the entire “License Agreement” to check the second box. Then click “NEXT”.

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 this screen to be active in the Diocesan payroll system.

5. You will then see the “SECURITY SETUP” screen. You have three choices for security prompts: Authenticator, Phone (texts) or Email (default). Once you’ve made your selection(s), click “Save & Continue”.
6. You will then be prompted to create and enter answers for four security questions.
7. You will then see the Paycor Login screen. Log in with the credentials you created above.
8. You will then see the “Onboarding” screen. 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.
9. 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:

The screenshot shows two screens from the Paycor onboarding process. The first screen, 'SIGN IN CREDENTIALS', has fields for 'Username' and 'Password', and two checkboxes: 'I agree to Paycor's End User License Agreement' and 'I agree to allow Paycor to send me electronic communications'. The second screen, 'SECURITY SETUP', has three options: 'Authenticator (recommended method)', 'Phone', and 'Email'. The 'Email' option is selected, and it shows the email address 'B.Dale.Henson@gmail.com'. There are 'Back' and 'Next' buttons on the first screen, and 'Skip account recovery setup' and 'Save & Continue' buttons on the second screen.

- 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 Iffert. 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 & Continue”
- c. **Contact** – This screen collects contact information for you. Once completed, click “Save & 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 & 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 & Continue”. You are then reminded of the documentation that you should have already provided to your local parish/school. Click “Save & 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 & Continue”.
- f. **Tax Setup** – 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 Form”. You will then go back to the “Onboarding” tool and (if you’re satisfied with your tax withholding elections), click “Save & Continue”.
- g. **Documents** – This section contains documents that have already been (or need to be) filled out by you. Depending on your employment status, you may have several forms 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 & 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 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.**

10. 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.