



LIFECHURCH

New Hire Checklist

This form is to be filled out by the direct report of the new employee. Upon completion, it must be turned in to the Executive Pastor, along with all completed paperwork.

Employee:		Hire Date:	
Position:		Status:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary Part time <input type="checkbox"/> Temporary Full time <input type="checkbox"/> Contractual
Direct Report:		Department:	

Forms to be filled out by Employee:

- _____ Application & Resume (should be filled out before job offer)
- _____ Background Check Authorization
- _____ Form W-4
- _____ Form I-9
- _____ Direct Deposit Enrollment
- _____ Policy & Procedure Manual
- _____ Sexual Misconduct Form
- _____ Non Disclosure Agreement

Forms to be given to Employee & optional paperwork:

- _____ Credit Card Form
- _____ Mileage Form
- _____ Health Insurance Paperwork
- _____ Credentials Form
- _____ Housing Allowance Form
- _____ 403b Form
- _____ Compensation Sheet (typically given at job offer)
- _____ Job Description (typically given at job offer)

Forms to be filled out by Executive Pastor:

- _____ Payroll Change Form



New Hire Checklist

This form is to be filled out by the direct report of the new employee. They must get the appropriate initials on each item when it is completed. Upon completion, it must be turned in to the Executive Pastor.

Employee: _____ Hire Date: _____

	Date	Initials
_____ Run Background Check	_____	_____ Pam
_____ Set up Church Database Portal	_____	_____ Pam
_____ Add to Calendars	_____	_____ Pam
_____ Add to Birthday List	_____	_____ Pam
_____ Add to Anniversary List	_____	_____ Pam
_____ Set up Email Account	_____	_____ Ryan
_____ File Paperwork	_____	_____ Ryan
_____ Add to Website (if applicable)	_____	_____ Nando
_____ Set up Voicemail <i>Update Phone System</i>	_____	_____ Pam
_____ Go Over Forms in Workroom	_____	_____ Pam
_____ Give Building Key & Key fob <i>(Define Security access)</i>	_____	_____ Ryan
_____ Set up Church Database training	_____	_____ Pam
_____ Computer Assigned	_____	_____ Ryan
_____ Workspace Assigned	_____	_____ Ryan