

DIOCESE OF MONTEREY - NEW HIRE PACKET CHECKLIST

	What to do with the document after completion?
Inserts for all Full Time (FT) & Part Time (PT) – use documents 1 thru 14 below:	
1. Personnel Action Notice (PAN) Form	return to Claudia Alfaro, Payroll
2. W-4 Form	return to Claudia Alfaro, Payroll
3. I-9 Form	return to Claudia Alfaro, Payroll
4. ADP Direct Deposit Form	send to Claudia Alfaro, Payroll
5. ADP Registration Instructions	
6. Notice to Employee -- RCB & Cemeteries -- Parish & School	send to Claudia Alfaro, Payroll
7. Personnel Guidelines -- RCB -- Parish -- School	Acknowledgement page kept in office personnel file
8. VIRTUS – Safe Environment Training	Acknowledgement page kept in office personnel file
9. Computer and Internet Policy	Acknowledgement page kept in office personnel file
10. Cemetery Discount Benefits	
11. California Brochures: • Programs for Unemployed • Worker's Compensation** • Rights of Victims of Domestic Violence, Sexual Assault and Stalking**	• Disability Insurance Provisions • California Paid Family Leave brochure • Sexual Harassment Prevention
For PT (less than 20 hours/week), only include documents 1-11.	
• No additional inserts	
For PT (20-29 hours/week) include 1-11, and add 12 & 13:	
12. Fidelity Investment Booklet	Forms to Claudia Alfaro, Payroll
13. MetLife Insurance Booklet -- MetLife Application -- MetLife Statement of Health	Forms to Claudia Alfaro, Payroll
For FT (30+ hours/week) include 1-13, and add 14:	
14. Diocese of Monterey Benefit Summary -- Delta Dental -- Vision Service Plan -- RETA Trust User Guide	After your date of hire, you will receive an email from Reta to verify your email to establish your account.

For your convenience, you may download and print the New Hire paperwork from the Diocese of Monterey Human Resources website (<https://www.dioceseofmonterey.org/human-resources> and select New Hire Paperwork) or you may request New Hire Packet(s) to be mailed to you by emailing humanres@dioceseofmonterey.org

**Please request copies of these pamphlets by emailing humanres@dioceseofmonterey.org

Please contact Stefanie Olsen at solsen@dioceseofmonterey.org with any questions.