

**Southeastern California Conference  
New Employee Checklist**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Please follow the directions stated for each document and submit these documents, with this checklist to **the Human Resources Department**. Keep a copy of all forms for your records until the employee is processed through payroll. **All documents must be completed prior to the employee's first day of work.**

**PERSONNEL ACTION REQUEST**

**Who:** To be completed by church pastor or authorized representative.

**Where:** Original to Human Resources (all copies)

**Processing:** Completed and signed by pastor or church administrator. Must include name of employee, status, rate, hours of work per week, starting date, church name, and signature of church official.

**APPLICATION FOR EMPLOYMENT**

**Who:** All employees

**Where:** Original to Human Resources. Keep a copy on site.

**Processing:** Completed by employee, and signed at the bottom of the second page.

**W-4 FORM**

**Who:** All employees

**Where:** Human Resources

**Processing:** Be sure items 1, 2, 3, and 4 are complete. Then, either item 5 **OR** 7 should be completed but **NOT BOTH**. This document must also be signed and dated by the employee.

**EMPLOYMENT ELIGIBILITY (I-9 FORM)**

**Who:** All employees

**Where:** Original to Human Resources. Keep a copy on site.

**Processing:** Employee completes and signs Section 1. Section 2 is completed by an employee of the church that witnesses the employee's actual identification, chosen from the back of the I-9 form (one item from list A, or one item from list B **AND** one from list C), and signs the certification. **Please note that this must be done on site as the actual identification must be witnessed and certified.**

**NEW EMPLOYEE DATA COLLECTION**

**Who:** All employees

**Where:** Original to Human Resources. Keep a copy on site.

**Processing:** Completed and **signed** by the employee.

**CONFLICT OF INTEREST FORM**

**Who:** All employees

**Where:** Original to Human Resources

**Processing:** Completed and signed by the employee.

**SERVICE RECORD FORM**

**Who:** All employees

**Where:** Original to Human Resources.

**Processing:** Completed by employees. **Please list last denominational service only under the Employment section.**

**SOCIAL SECURITY CARD COPY**

**Who:** All employees

**Where:** Copy of card to Human Resources.

**Processing:** A copy of the employee's Social Security Card is **REQUIRED** to issue payroll checks. Checks will be issued in the name printed on the card. If there is a discrepancy or if the employee has lost their card, refer them immediately to the Social Security office to apply for a replacement card.

**BACKGROUND CHECK AUTHORIZATION**

**Who:** All employees

**Where:** Original to Human Resources.

**Processing:** Completed and signed by the employee.

**Church Membership Check Form**

**Who:** All employees

**Where:** Original to Human Resources.

**Processing:** Completed and signed by the employee.

**If you have any questions or need information or assistance in completing any of these forms, please contact the Human Resources Department at 951.509.2354.**