



Cover Sheet for:

New Hire Form

Prior to submitting the New Hire Form, please ensure that the Background Check has cleared and that **ONLY** the following documents are attached:

- Confirm Background Check has been approved:
- New Hire Form
 - ***All fields must be complete.***
- Please indicate Payroll Pay Date per Payroll Calendar:

Please save the New Hire Form including the Cover Sheet in the following naming convention:
Location#_Employee Last Name_Effective/Payroll Pay Date

When emailing the form to hr.payrollprocessing@raldioc.org, please use the following Subject Line: NH
Form_Location#/Location Name_Employee Last Name_Effective/Payroll Pay Date

**** If New Hire is Regular Full Time (RFT 26pays) or Regular Full Time (RFT 20pays), please complete the RETA Trust New Employee process on the RETA MyEnroll 360 website here: <https://www.retastrust.org/>**

Thank you!

Diocese of Raleigh
Employee New Hire/Rehire Form

Type of Employee

- ☐ Parish
☐ School
☐ Catholic Center

RL# _____

Hrly/Sal Exmpt _____

Enter in all information for the new employee.

Refer to the HR Payroll Calendar for paperwork due dates.

Submit completed forms and questions to hr.payrollprocessing@raldioc.org (preferred) or fax to 1-984-275-1732.

Company/Location Information

Date of Submittal

Select location from drop down menu

Name of Person Submitting Form

Company/Location:

Signature

Employee Information

First Name

Middle Initial Last Name

Preferred Name

Employee Contact for Electronic Onboarding

Personal Email

Alternate Email (Work)

Cell Phone Number

Background Check Clearance Confirmation

REQUIRED. Do not submit new hire form if blank.

I attest I have reviewed the employee's physical I-9 acceptable documentation. ☐

***If submitting prior the physical document inspection, then you must complete and submit the I-9 Review Attestation form.**

Key Dates

First Day Worked:

Job/Payroll

Job Information

Supervisor Name

Job Group

☐ Multi-Rate Rate Job (may hold a secondary job*)

Primary Job Title

Department Number

***If employee has a secondary position, note the secondary job title here:**

Secondary Job Hourly Rate:

Additional Secondary Job Title here:

Additional Secondary Job Hourly Rate here:

Diocese of Raleigh
Employee New Hire Form

Payroll Information

Pay Rate ☐ Per Hour (hourly) ☐ Per Period (salaried)

Scheduled Hours

Hours Worked per Week:	
Biweekly Hours Calculation:	

Earnings Group Code

☐ Exempt (Salary) ☐ Non-Exempt (Hourly)

Deduction Benefit Group

- ☐ No Benefits (Temp Employees) includes project-based/substitutes
- ☐ PT - Part Time Less than 20 hrs. (<20 hrs.)
- ☐ RGPT - Regular Part-time (20-29 hrs.)
- ☐ **RGFT - Reg Full-time Benefit 26 (30+ hrs.) (12-Month Employee)***
- ☐ **RGFT2 - Reg Full-time Benefit 20 (TA 10-Month Employee)***

***(if selected, please refer to Cover Sheet for instructions.)**

Employee Type

- ☐ RGF - Reg Full-Time 30 (30+ hours/week) ☐ TEMP – Temporary (project based/substitutes)
- ☐ RGP - Reg Part-Time 20 (20-29 hours/week) ☐ PRS - Priest
- ☐ PT - Part-Time Less than 20 hrs. (<20 hrs/week)

Status

☐ Full-Time ☐ Part-Time

HR/Payroll Security

Security Role (all employees are assigned Employee, if Supervisor/Business Manager role to be added, please select both)

☐ Employee ☐ Supervisor ☐ Business Manager

Policy Group (For Regular Full Time and Regular Part Time employees who work a minimum of 20 scheduled hours per week. Refer to the Time Off Policy) This is assigned by HR using the following information.

Complete all fields according to the employee's schedule **(EE will be assigned to the Policy closest to Hours/wk):**

Hours per week: Days per week: Hours per day:

Time (Timesheets)

Security Roles

(all employees are assigned Employee. If Supervisor/Business Manager role to be assigned please select Employee and one Manager role)

☐ Employee ☐ Supervisor ☐ Business Manager