

Southeastern California Conference: **Revised**: New Employee Checklist

Employee Legal Name: _____

Date: _____

Please follow the directions and **submit all forms 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 two weeks prior to the employee's first day of work.**

PERSONNEL ACTION REQUEST

Who: To be completed by church pastor, business administrator or authorized representative.

Processing: Completed and signed by the authorized representative. Must include the **legal** name of the employee, status, rate, hours of work per week, starting date, job location, and signature of authorized representative.

APPLICATION FOR EMPLOYMENT

Who: New Employee

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

SEVENTH-DAY ADVENTIST CHURCH MEMBERSHIP

Who: New Employee

Processing: Verification of active church membership is required of all employees to work within SECC. Complete all sections of this form before submitting.

W-4 FORM

Who: New Employee

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.

DE-4 FORM

Who: New Employee

Processing: Identification information must be completed. Line 1 **OR** 2 **OR** 3 must be completed. This document must be signed and dated by the employee.

EMPLOYMENT ELIGIBILITY (I-9 FORM)

Who: New Employee

Processing: Employee completes and signs Section 1. Employee must check whether they've used a translator/preparer. Section 2 is completed by an employer representative that witnesses the employee's hard copy of identification documents, chosen from page 3 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 original documents must be witnessed and certified. Please send the original I-9 form to the Human Resources Department.**

COPY OF THE DOCUMENTS USED FOR THE I-9

Who: New Employee

Processing: The employer representative must have received the **original documents** and a copy of the documents used to complete section 2 of the I-9 form is **REQUIRED**.

EMPLOYEE INFORMATION FORM

Who: New Employee

Processing: Please make sure this document is completed in its entirety and signed and dated by employee.

BACKGROUND CHECK AUTHORIZATION

Who: New Employee

Processing: Completed and signed by the employee.

CONFLICT OF INTEREST FORM

Who: New Employee

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 951.509.2351 or email Andrea Crane at andrea.crane@seccdsa.org