



Northern California Conference of Seventh-day Adventists
P.O. Box 619015, Roseville, CA 95661 • www.nccsda.com/humanresources
Phone (916) 886-5663 • FAX (888) 609-3904 • hr@nccsda.com

NEW CHURCH EMPLOYEE CHECKLIST

For all Church Employees except Conference Pastors and Student Employees

Employee Name: _____ Date: _____

Place of Employment: _____

Please follow the directions stated for each form or step and submit the forms and proof of completion to the Human Resources Department. Please check the "Who" in each section below to see which forms or steps are required for a particular employee.

All required documents must be completed and employment clearance received before the employee begins work. Processing of new employee paperwork may be expedited by e-mailing or faxing completed forms to the Human Resources Department at hr@nccsda.com or (888) 609-3904.

Keep a copy of all forms for your records until you receive an Employment Clearance Form from Human Resources.

PERSONNEL ACTION REQUEST

Who: To be completed by administrator or other authorized employee for all new employees.

Procedure: Completed and signed by administrator (e.g. pastor, treasurer, elder).

SOCIAL SECURITY CARD COPY

Who: All employees.

Procedure: A copy of the employee's Social Security Card is required for payroll processing. Please note that the employee's name on the W-4 form must match the name on the card and that payroll checks can only be issued using the name printed on the card. In the event of a lost card or name change, refer the employee immediately to the nearest Social Security office for a replacement card. A copy of the receipt for the issuance of a new card is acceptable in place of a copy of the card. Once the replacement card is received, please provide a copy for our records.

EMPLOYMENT ELIGIBILITY (I-9 FORM)

Who: All employees.

Section 1 - Employee completes, signs and dates

Section 2 - Employer completes with documentation provided by employees, then signs and dates

Procedure: Employee completes and signs and dates Section 1 and presents his/her ID for verification. Section 2 is completed and signed by the school employee on-site who witnesses the new employee's ID documentation (not a fax or copy) chosen from the lists on the back of the I-9 form (One item from list A, or one item EACH from lists B and C). If the employee is not a U.S. citizen or permanent resident, please provide us with a copy of the employee's visa and work authorization so we can verify and help keep track of the effective dates.

NEW EMPLOYEE DATA COLLECTION FORM

Who: All employees.

Procedure: Completed and signed by employee.



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- W-4 FORM**
Who: All employees.
Procedure for W-4: Verify that items 1, 2, 3 and 4 are complete and that either items 5 and 6 or 7 are completed, **NOT BOTH**. Also verify that the employee has signed and dated the form.

- DE-4 FORM**
Who: All employees
Procedure for DE-4: Verify that personnel information is completed along with signature and date. If exempt, follow the steps for appropriate notation.

- SERVICE RECORD FORM**
Who: ONLY employees who are age 20 or older and who regularly work half-time or more at one or more NCC location when the position is expected to last 12 months or more.
Procedure: Completed by employee (Note: the employee need only list the last *denominational* employment under the Employment section.)

- DIRECT DEPOSIT AUTHORIZATION FORM**
Who: All employees who desire direct deposit for their payroll.
Procedure: Employee completes and signs the form and attaches a voided check.

- APPLICATION FOR EMPLOYMENT**
Who: All employees.
Procedure: Completed and signed by applicant during selection process.

If you have any questions or need additional assistance in completing any of the above forms or steps, please contact the Human Resources Department by phone at (916) 886-5698 or e-mail to hr@nccsda.com.