



Providing Help.
Creating Hope.

Catholic Charities
of the Diocese of Raleigh

New Hire Data Sheet

Catholic Charities of the Diocese of Raleigh

This form is to be used whenever adding an individual to payroll. Required fields are indicated with an asterisk (*). If required fields are not completed the new hire cannot be processed through payroll.

Name (Last, First, Middle Initial)*	Gender *	Birth Date*
	Male	
	Female	
Social Security Number*	Address*	City* Zip*

Location	Location Payroll # (RL#)*	Date of Hire*
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Title*	Department #	Percent to each Department
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Please select one of the following classifications based on a the employees regular schedule*:

Regular Full-Time (30hrs+)	Regular Part-Time (29-20hrs)	Part-Time (Less than 20hrs)	Temporary
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Exempt/Non-Exempt*	Salary/Hourly*	Hours Biweekly*	Salary Biweekly/Rate per hour*
Exempt	Salary		
Non-Exempt	Hourly		

Employee only Medical	Employee and Children Medical
Employee only Dental	Employee and Children Dental
Employee and Spouse Medical	Employee and Family Medical
Employee and Spouse Dental	Employee and Family Dental

I-9 Compliance Case # (Employee cannot be entered into payroll without a completed I-9)

Please remember to attach: Tax Forms W4 & NC4, and direct deposit form.

Manager's Signature*

Date*

Executive Director Signature*

Date