



New Hire Information Form

All new employees must be approved by the local church or school board.

- **1-2 weeks prior to Hire:** Local entity submits New Hire Information Form.
- **1 week prior to Hire:** Employee must complete [Sterling Volunteers](#) training and background check
- **On or before date of Hire:** Employee must complete Form I-9 and present documents to verify eligibility to work in the United States. All documents will be sent to employee via BambooHR
- **Within 3 days of Hire:** HR dept must receive completed paperwork, including copies of I-9 documents and process employee through [E-Verify](#). Completion of process will be communicated promptly.

| Hours Per Week: | Employment Class: | Required Benefits to be Offered to Employee: | Optional Benefits may be Offered to Employee: |
|--|------------------------------|--|---|
| 30+ | Full-Time | Health Care, Life Insurance, Long-term Disability, Employer Retirement Contributions | Holiday Pay, Paid Time Off Accruals (sick time and/or vacation) |
| 20 – 29 | Part-Time with Retirement | Employer Retirement Contributions | Holiday Pay, Paid Time Off Accruals (sick time and/or vacation) |
| Less than 20 | Part-Time Excluding Benefits | None | None |
| Occasional or does not exceed 5 months | Temporary or Occasional | None | None |

**Employees under the age of 20 are not eligible to participate in the retirement plan.*

*** Employees working 20+ hours per week: Per approval from the local church or school board, may be eligible for paid holidays and/or PTO benefits (paid sick time, vacation, etc.).*

To be completed by treasurer/manager by Monday noon following each pay period:

- Sign timecard in BambooHR
- Submit a Payroll Report Form to treasury@kytn.net

Local Entity _____

Job Title _____

Name _____

Email _____

Manager _____

Benefits Vacation Sick Time Holidays

Holidays must be added manually by manager in BambooHR

Signature _____

Board Approval

Please attach minutes

Start Date _____

Full-time Part-time

Regular Temporary

Pay rate _____

Expected Hours _____

Date _____

Submit Completed form to hr@kytn.net