

Staff Name: _____
 Anticipated Start Date: _____
 Title: _____
 Program/Office: _____
 Supervisor: _____



New Hire Timeline of Events

Task	Contact	Days Prior to Start Date	✓
Authorization to Add Personnel to Payroll	Approval of the Archbishop; Approval of Executive Director, Office Head, HR Director (Written)	Prior to doing anything else	
Nametag	Gina Goetzie; Office of Finance (504-861-6252)	2 Weeks	
Nameplate	Marshall Hale; Walmsley Mail Room (504-861-6214)	1-2 Weeks	
Technology (phone, computer, etc.)	IT Department (Support Ticket; https://support.arch-no.org)	2 Weeks	
Email Account	IT Department (Support Ticket; https://support.arch-no.org)	2 Weeks	
Parking Pass (Howard Only)	Dianne Collins; Building Services (504-596-3071)	1 Week	
Building Access Card	Walmsley—Gina Goetzie (504-861-6252) Howard—Dianne Collins (504-596-3071)	1 Week	
Benefits Meeting	Human Resources (504-310-8795) <i>*please provide new staff member's email for contact</i>	1 Week	

Required First Day Paperwork:

One the first day of work, your new staff member should complete the tax and accounting forms. They will need documents to verify their I-9 right to work, and a voided check for payroll setup. The Accounting Office will process all paperwork for your new staff member.

It is required for new team members to meet with Human Resources for their onboarding session. HR will review important ANO policies, provide more detailed benefits overview, issue the handbook and orient the new team members to the culture of working for the Church. We recommend scheduling for the first day, but require within the first week.