



DIOCESE OF ALLENTOWN
SECRETARIAT FOR TEMPORAL ADMINISTRATION
OFFICE OF HUMAN RESOURCES

ADMINISTRATIVE EMPLOYEE CHECKLIST FOR PERSONNEL FILES

Payroll Information

- ☐ ***Payroll Change Notice (PCN)***
All PCN's are to be initiated by HR, completed by direct supervisor, then submitted to HR for final approval.
- ☐ ***W-4 (2025)***
- ☐ ***Direct Deposit Form***
A void check or deposit slip must be submitted with this form.

Checking Account: Void Check
Savings Account: Deposit Slip
- ☐ ***Local Earned Income Tax Withholding Form***
- ☐ ***Local Servicers Tax Exemption Form***
This form should only be used if the employee already has local taxes being withheld from another job. If employee fills out this form, they will need to bring a copy of their paycheck from their secondary place of employment.
- ☐ ***Group Life Insurance Form***
Employees who work 35+ hours per week will need to complete this form.

For Employment

- ☐ ***Application for Employment***
This form is **required** for all employees to complete and submit prior to their 1st interview.
 - ☐ ***Resume***
 - ☐ ***2 or 3 References***
 - ☐ ***Job Description***
 - ☐ ***Offer Letter***
 - ☐ ***Lay Employee Database Form***
 - ☐ ***Employee Handbook Acknowledgment Form***
 - ☐ ***Safety Handbook Acknowledgment Form***
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- ☐ *Workers Compensation Form 1*
- ☐ *Workers Compensation Form 2*
- ☐ *Confidentiality Agreement*
- ☐ *Performance Evaluations*

Other Forms

- ☐ *IT Network Access Form*
Initiated by HR, completed by direct Supervisor, and submitted to IT/HR for approval.
- ☐ *Employee Photo*

Please keep following in separate files:

- ☐ *Employee Emergency Card*
- ☐ *Diocesan Alerts Form*
- ☐ *I-9 Form*

Please refer to the Safe Environment Checklist for all the required Safe Environment clearances and background checks.

All clearances and background checks must be submitted to Safe Environment and HR before employee can start.



DIOCESE OF ALLENTOWN
OFFICE OF CATHOLIC HEALTH,
HUMAN SERVICES, AND YOUTH PROTECTION
OFFICE OF THE SECRETARY
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

SAFE ENVIRONMENT EMPLOYEE REQUIREMENTS CHECKLIST

All Administrative employees regardless of having contact with children must have the following:

- ☐ **1. Pennsylvania State Police Criminal Record Check** (Pennsylvania Access to Criminal History (PATCH)) (Less than one year old, recheck every 5 years) – please complete **PATCH** online at: [Pennsylvania Access To Criminal History - Home \(state.pa.us\)](https://www.pennsylvaniaaccess.com) please click on “New Record Check”, OR send your completed “Background Authorization Form” to punger@allentowndioocese.org
- ☐ **2. Pennsylvania Child Abuse History Certificate** (Recheck every 5 years). To obtain the **Pennsylvania Child Abuse History Certificate**: <https://www.compass.state.pa.us/cwis/public/home> . A free check is available every 57 months. A free payment code is available through your Local Safe Environment Coordinator.
- ☐ **3. Federal Bureau of Investigation Criminal “DHS” Background Fingerprint Check** (18+ years old) (less than one year old, recheck every 5 years) payment code is available through your Local Safe Environment Coordinator or your CYO Representative. Register for the fingerprint at <https://uenroll.identogo.com> with payment code obtained from Local Safe Environment Coordinator. During registration, make an appointment for fingerprint scanning at a nearby public site. Print receipt, take it to the appointment and provide receipt to the LSEC. Approximately two weeks after fingerprinting, you will receive the results in the mail. Bring the original document to the Local Safe Environment Coordinator for submission to the Diocese.
- ☐ **4. Signed Acknowledgment form for Diocese’s 2022 Sexual Abuse Policy**, policy can be reviewed at: <https://www.allentowndioocese.org/sites/default/files/2023-01/SexualAbusePolicy2022.pdf>
- ☐ **5. Signed Acknowledgment form for 2025 Diocese of Allentown Social Media and Electronic Communications Policies** which can be reviewed at: <https://www.allentowndioocese.org/sites/default/files/2023-01/SocialMediaPolicy2022.pdf>
- ☐ **6. Signed Acknowledgment form for Diocese’s 2022 Code of Conduct**, policies can be reviewed at: <https://www.allentowndioocese.org/sites/default/files/2023-01/CodeofConduct2022.pdf>
- ☐ **7. Protecting God’s Children attendance certificate**, only needs to be done once, please see attached directions. Print certificate of completion.
- ☐ **8. Certificate from Mandated Reporting Training** (good for 5 years) Mandated Reporter Training can be done at www.reportabusepa.pitt.edu. Please see attached directions. Print certificate of completion.
- ☐ **9. Acknowledgment Form for Child Protective Services Law (CPSL) Policy**. Review the Diocese of Allentown’s Child Protective Services Law Policy (attached) and sign the acknowledgment form.
- ☐ **10. Signed Background Check Authorization Form**, attached
- ☐ **11. Motor Vehicle Report – if driving on behalf of a Diocesan location**, please fill out part “C” and “E” of the attached “Request for Driver Information Form”. Please mail original to Diocese of Allentown Safe Environment Office, PO Box F, Allentown PA 18105-1538
- ☐ **12. Nation Sex Offender Registry Check**, must be less than a year old and completed every five years. [https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR.APPLICATION.05.02.22 .pdf](https://www.dhs.pa.gov/KeepKidsSafe/Resources/Documents/NSOR.APPLICATION.05.02.22.pdf) . Requested for those who have direct contract with children.