



## New Hire Timeline of Events

<b>Task</b>	<b>Contact</b>	<b>Days Prior to Start Date</b>	✓
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 Goetzle; 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; <a href="https://support.arch-no.org">https://support.arch-no.org</a> )	2 Weeks	
Email Account	IT Department (Support Ticket; <a href="https://support.arch-no.org">https://support.arch-no.org</a> )	2 Weeks	
Parking Pass (Howard Only)	Dianne Collins; Building Services (504-596-3071)	1 Week	
Building Access Card	IT Department (Support Ticket; <a href="https://support.arch-no.org">https://support.arch-no.org</a> ) and Dianne Collins (504-596-3071)	1 Week	
Accounting and Benefits Meeting	Set up with Ainsley McGovern, HR (504-310-8795) <i>*please provide new staff member's personal email for contact</i>	1 Week	
Phone Lists	Lettie Bougere; Vicar General's Office (504-861-6262)	Day of	

### **Required First Day Paperwork:**

On 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.*

**NOTE:** New Hire documents can also be accessed in the Downloads section of the ANO website.