



# Diocese of Salt Lake City

27 C STREET  
 SALT LAKE CITY, UTAH 84103-2397  
 TELEPHONE (801) 328-8641  
 FAX (801) 328-9680

## Diocesan New Hire

Religious	Lay
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**Fax to 801 328-9680 or mail – Attn: Finance Office**

Location			
Employee Name			
Address			
City, State, Zip Code			
Soc Sec # / Phone Number		Phone #	
Gender	M or F	Date of Birth	
Ethnicity (circle one)	Caucasian	Black or African American	Asian
	Hispanic	Native Hawaiian or Pacific Islander	American Indian
			Two or more races
Date of Hire (this location)		Original Diocesan DOH	
Occupation / Job Category		Job Category	
Salary/Wages	Salaried <input type="checkbox"/>	Hourly <input type="checkbox"/>	
Number hours per week		Will qualify for Pension January _____	
Health Insurance	Yes or No or N/A (working less than 30 hours per week)		
Waiver	Yes or No IF YES >> Insured elsewhere? Yes or No		
Driver of Diocesan vehicle?	Yes or No IF YES >> Copy Driver's License		
Utah New Hire Registry	<input type="checkbox"/>	I-9 Certification <input type="checkbox"/>	W-4 <input type="checkbox"/>

## Diocesan Employee Termination

Termination Date			
Hours Calendar Year to Date			
Wages Calendar Year to Date			
COBRA	Yes or No	Send Election to Diocese	
Transfer to Diocesan entity	Yes or No	IF YES, where?	
Precision Planning Form			
Accrued vacation pay			
Severance pay			
Reason for leaving			