

Employment Procedures

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New Hire Checklist

Hiring steps and documentation to obtain and submit to HR

1. New Hire Request Documentation

- [Employment Application](#)
- Board Minutes—stating the voted action for the approval of the new hire's position, pay rate, and number of hours to be worked per week.
- [Personnel Action Request Form](#)—please complete to the best of your ability.
- Signed Job Description—must be signed by both the employee and supervisor. Guidelines and templates for creating job descriptions are available upon request.
- [Sterling Volunteer](#) Clearance—All prospective employees 18 years of age or older must complete the child protection training and background check through Sterling Volunteers. Clearance email will be sent to the supervisor once it has been completed.
 - i. If prospective employee is cleared to work, go to step 2.
 - ii. If prospective employee is not cleared to work, *do not hire*.
- [Fingerprint/background](#) clearance—Nevada employees only

2. Gather New Hire Packet (always use most recent forms found on the NUC Website)

- [I-9](#) – to be completed within the first three days of employment
 - Copy of [approved documentation](#)
- [W-4](#)
- [Direct Deposit Form](#)
- [Retirement Participation](#)—If eligible
- [Conflict of Interest](#)
- [Tithe Letter](#)
- [Nevada Workplace Safety](#)—Nevada employees only
- [Handbook](#)

3. Orientation

- a. Provide benefits and payroll information
- b. Orient employee through NUC Website and usage of each form

Prospective Employees cannot begin employment before the completed paperwork has been reviewed and approved by the HR Department.

DISCLAIMER:

Please be aware that until the HR Department sends you an email with an effective date for employment or additional position, the individual cannot start work. If you allow an individual to start work before being cleared, that will be considered unauthorized employment and will be subject to \$1,000 fine.