

IOI New Hire form Instructions

Every field on the IOI form needs to be filled out before sending to POSC office.

Please include your Division Number on the form.

Emergency Contact information is often left blank, make sure that this fields are filled in.

The “**Administrator Use Only**” section has to be filled out by Business Manager at parish or school.

- **Canonical Role:** Check the one appropriate
- **Job Title:** Please pick one from appropriate list.
- **Arch. Date of Hire:** This field will be removed from “New hire form” because HR will be filling in that field.
- **Location Date of Hire:** self explanatory
- **I-9 on file:** You should have an I-9 on file for each employee. If you need an I-9 form, you can get one at the HR website: <http://hr.archchicago.org>
- **COA Main:** Payroll chart of account number (see attached list)
- **COA Class:** Class code (10 - church, 50 - elementary school, 60 – Preschool, 70- After school)
- **Pay Cycle:** Should be Bi-Weekly
- **Pay type:** Salary or Hourly
- **Employee Status:** Full-time, Part-time w/benefits, or Part-time w/o benefits
- **Tax Status:** Religious order Priest and nuns should be non-taxable, Diocesan Priests should be FICA Exempt, Lay employees should be Fully Taxable.
- **Annual Salary:** self explanatory
- **Rate :** Bi-weekly rate for salary employees, hourly rate for hourly employees.
- **# of pays:** In most cases it should be 26
- **Standard hours:** this field is very important and should not be left blank. Please give an estimated number of hours employee is expected to work per week.
- **W-4 status:** Married or Single
- **Fed Exemptions:** self explanatory
- **State Exemptions:** self explanatory
- **Benefit Eligibility date:** self explanatory

Information taken from W-4 forms. You do not need to fax W-4 to POSC office.