

# New Hire Form - Churches

Please complete the information below for each new co-employee hired. The completed form should be returned to Tandem HR securely as soon as possible but no later than the day prior to the employee's first day of work. Send the form by uploading the saved file to Tandem HR's secure folder here: [ShareFile Link](#).

Once this form is received, Tandem HR will initiate the employee's onboarding through our HRIS system using the employee's personal email address listed on this form. We cannot co-employ or pay an employee for work performed before the receipt of this form. See page 2 for additional information on the co-hiring process.

Church Name:		Today's Date:	
<b>Employee Information</b>			
Legal Last Name:		Legal First Name:	Middle Initial:
Address:		City:	State:
Personal Email Address (required):		Primary Phone Number:	Social Security Number (required):
<b>Employment Information</b>			
Title:		Department:	
Date of Hire with Tandem HR:		Original Date of Hire with Client (if applicable):	
Work Email Address:		Primary state in which work will be performed:	
% of time spent traveling:		Worker's Comp Code (if known):	
<b>Rate of Pay - Pastor:</b> Taxable Wages/Salary      \$ _____/year Housing Allowance      \$ _____/year Other (                    )      \$ _____/year Other (                    )      \$ _____/year Total Annual Compensation      \$ _____/year Is the pastor licensed, commissioned, or ordained? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the pastor meet all IRS requirements necessary to be RCA exempt per IRS publication 517? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Rate of Pay - Non-Pastor:</b> Hourly      \$ _____ per hour Salary      \$ _____ per year Supervisor:	
Type of Employment Regular Full-Time Regular Part-Time Temporary/LTE/Student/Seasonal Other	Working _____ hrs./week	Exemption Status: Non-Exempt (Employee is paid either hourly or salary and will receive overtime pay when/if working more than 40 hrs./week) Exempt: *(Employee is paid salary and will not receive overtime pay even when/if working more than 40 hrs./week) *NOTE: The government regulates which employees may be considered Exempt. Contact Tandem HR for more details regarding Exempt employment.	

Supervisor's Signature: \_\_\_\_\_  
 Other Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Understanding the Co-Hiring Process at Tandem HR: Why Retroactive Hiring Is Not Permitted

### The Co-Employment Hiring Process:

Once your organization has decided to hire a new employee, please notify Tandem HR via the [ShareFile Link](#) with a completed New Hire Form BEFORE the new employee's first day of work. A complete New Hire Form will provide Tandem HR with vital information about your new employee including intended date-of-hire, salary, and employment status. This form will also prompt Tandem HR to launch the electronic onboarding workflow for the employee to complete.

### The Importance of the Co-Employment Hiring Process:

Tandem HR cannot hire an employee retroactively, meaning Tandem HR cannot co-employ or pay an employee for work performed before the receipt of a New Hire Form. When Tandem HR is notified of a new employee after the individual has actually begun working, legal issues such as workers' compensation coverage, health insurance coverage, and I-9 compliance are at risk.

For example, if an employee is working on the job before the hiring process has been completed, he/she does NOT have workers' compensation or health insurance coverage eligibility during this time period. It is also likely the employee has not received or provided the I-9 information required by federal law for all new employees. In the event a work-related injury or insurance claim occurs during this interim period, the lack of required paperwork can result in problems for all parties involved, including the employee, Tandem HR, and your organization.

In the event that you have an employee who performs work for your organization before Tandem HR is notified, your organization will be solely responsible for compensating that person for work performed during this period.

We recognize that this could be administratively burdensome; however legal guidelines do not permit otherwise.

### Questions:

It is imperative that all persons with hiring authorities at your organization are aware of and understand the co-employment hiring process. If at any time you have questions about this process, please contact Tandem HR via phone at 608-258-5525 or via email at [qti-hrmailbox@tandemhr.com](mailto:qti-hrmailbox@tandemhr.com)