



# HOW TO HIRE A LOCALLY FUNDED EMPLOYEE

STEP BY STEP INSTRUCTIONS TO STAY ON TRACK WHEN HIRING A NEW EMPLOYEE

## 1. EMAIL [ADMIN@IMSDA.ORG](mailto:ADMIN@IMSDA.ORG) TO LET HR KNOW YOU'RE HIRING A NEW EMPLOYEE

- HR will then walk you through the process below and send you the New Hire Packet
- **Important Note:** All employees hired by the Conference must be a member of the Seventh-day Adventist church

## 2. FILL OUT THE NEW HIRE FORM ON THE IOWA-MISSOURI CONFERENCE WEBSITE

- <https://imsda.org/departments/human-resources/>

## 3. WORK WITH YOUR NEW EMPLOYEE TO COMPLETE THE FOLLOWING:

- I-9
  - **Pastors/ Principals/ Treasurers are responsible for filling out and signing Section 2 of the I-9**
    - Consult Page 2 for acceptable forms of identification
    - Original identification documents must be seen and copied, and copies must be sent in with the paperwork
    - Use "Iowa-Missouri Conference of SDA" for the Organization Name
    - Use "1005 Grand Ave, West Des Moines, IA 50265" for the Organization Address
  - **We will not be able to process your employee until this document is filled out correctly**
- Direct Deposit Enrollment Form
  - This will need to be accompanied by a voided check or a direct deposit form from the employee's bank
- Federal W-4
- State W-4
- Employment Application
- Background Check and Child Protection Training
  - <https://www.ncsrisk.org/adventist/index.cfm?>
- **All paperwork must be signed prior to the employee's start date**

## 4. MAIL ORIGINAL PAPERWORK TO THE CONFERENCE OFFICE

- P.O. Box 65665, West Des Moines, IA 50265
- **All New Hire paperwork must be in by the 15<sup>th</sup> of the month the employee is hired to process it before payroll**
- Employee paperwork and background check must be processed BEFORE the employee can start
- **Emailed scans will NOT be accepted**

## 5. HR WILL SEND A "CLEARANCE TO WORK" EMAIL TO THE SUPERVISOR AND EMPLOYEE ONCE THE PAPERWORK IS PROCESSED

- **Please note: The employee is not authorized to work until the "Clearance to Work" has been issued. Any employee that works without authorization will be considered a volunteer**

## 6. TIMESHEETS MUST BE SIGNED BY THE EMPLOYEE AND THE SUPERVISOR AND TURNED IN BY THE 20<sup>TH</sup> OF EACH MONTH

- **Any timesheets turned in after the 20<sup>th</sup> of the month will NOT be processed until the next month**
- Employee must only work the agreed upon hours

**For any questions, please contact Mary Freeman at 515-223-1197 x 2116 or [admin@imsda.org](mailto:admin@imsda.org)**