Diocese of Winona-Rochester

# NEW HIRE EMPLOYEE BENEFITS

**EMPLOYEE’S NAME:**

Please note, all links contain current forms. All links below will take you directly to the form or information.

## Forms to be completed for new hires (links):

* [Form 001](https://giving.parishsoft.com/App/Form/a16d3f25-7b78-470b-817b-04284e072ebb)- completed by the hiring location, not by the employee
* [Online benefit forms](https://giving.parishsoft.com/App/Form/8dc9f339-1b0c-4636-a8ff-0238ea24bec6) – use this link if you want your new hire benefit-eligible employee to complete the online benefit documents, which DOW-R Benefits receives and then uploads to Dropbox for your records
* You will still need to give the employee information about their benefits.

Please inform the employee of their “Employee Location,” which should match the location listed on their Form 001. This is typically the entity that issues their W-2 and is considered their primary parish or school.

If the employee works at a non-consolidated school, their location may be their parish. Consolidated locations include Cotter, Loyola, Pacelli, and Rochester Catholic Schools (RCS). For example, someone working at Holy Spirit School is considered an RCS employee.

## Payroll Links

* [Form I-9 Link](https://www.dowr.org/img/offices/human-resources/Hire-Term/FormI-9.pdf)\*
* [Form W-4 Link](https://www.irs.gov/pub/irs-pdf/fw4.pdf)
* [Form W-4MN Link](https://www.revenue.state.mn.us/sites/default/files/2023-12/w-4mn.pdf)

## HIRE:

**Send completed form to Diocese of Winona-Rochester**

* Notice of New Employee Hire/Increase of Hours [Form 001](https://giving.parishsoft.com/App/Form/a16d3f25-7b78-470b-817b-04284e072ebb):, Receipt can be obtain through Dropbox
* Please note name format must match what you have in your accounting/payroll system, contains no titles (you can designate title in a non-name area). The format is full legal first and last name, along with the middle initial, no period. Please include middle initial.

## HEALTH/DENTAL INSURANCE – if location is participating in benefit.

**Upload completed form to Diocese of Winona-Rochester**

* Review Benefits Guide Provided to locations
* Health Insurance Marketplace Coverage Option [Link](https://www.dowr.org/img/offices/human-resources/Ins-Health-Dental/20192020/HealthInsuranceMarketplaceCoverageOptions.pdf)
* Premium Assistance Under Medicaid and the Children’s Health Insurance Program (CHIP) [Link](https://www.dowr.org/img/offices/human-resources/Ins-Health-Dental/20192020/CHIPNotice.pdf)
* Directions for Online Access to Medica and Delta Dental [Link](https://www.dowr.org/img/offices/human-resources/Ins-Health-Dental/2024/DentalSummary000918.pdf)

- Employees can print their own identification card replacements

- Access to coverage information and vital plan information

- Employee receives their “Summary Plan Booklet” by registering accessing their accounts online.

## LIFE/LTD/AD&D – if location is participating in benefit.

**Information to Give to Employee**

* Benefits at a Glance
* Life Insurance Plan (Basic Life) [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/BenefitsataGlance-LifeInsurance.pdf)
* LTD Plan [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/BenefitsataGlance-LongTermDisabilityPlan.pdf)
* AD&D 24-Hour Accident Insurance [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/BenefitsataGlanceADD.pdf)
* Summary Plan Booklet - Basic Group Life Insurance Plan [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/SummaryPlanBooklet-LifeIns.pdf)
* Summary Plan Booklet – LTD [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/SummaryPlanBooklet-LTD.pdf)
* Summary Plan Booklet – AD&D [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/SummaryPlanBooklet-ADD.pdf)

## RETIREMENT – 403(b) Lay Employees Retirement Plan – if location is participating in plan.

**Send completed form to Diocese of Winona-Rochester**

* Salary Reduction Agreement Form - [Form C-2 Link](https://www.dowr.org/img/offices/human-resources/Pension/FormC-2-SalaryReductionAgreement.pdf)
* 403(b) Lay employees Retirement Plan Information [Link](https://www.dowr.org/img/offices/human-resources/Pension/403bLayEmployeesRetirementPlanDescriptionJan2020.pdf)
* Lincoln Enrollment Booklet – Direct employee to DOW-R HR/Benefit website Section B or give employee booklet which you can obtain from the diocese [Link](https://www.dowr.org/img/offices/human-resources/Pension/LincolnFinancialEnrollmentBooklet.pdf)

## FLEXIBLE BENEFITS – if location is participating in benefit.

**Send completed form to Diocese of Winona-Rochester**

* Medical Flexible Spending Account Guide [Link](https://www.dowr.org/img/offices/human-resources/Flex/2024/FSA-Medical%20Guide.pdf)
* Limited Purpose Flexible Spending Account (used if employee also has an HSA) [Link](https://www.dowr.org/img/offices/human-resources/Flex/2024/Limited%20FSA%20Guide.pdf)
* Dependent Care Flexible Spending Account Handout [Link](https://www.dowr.org/img/offices/human-resources/Flex/2024/DepCare-FSA-Handout.pdf)
* Contribution Limits and Changes [Link](https://www.dowr.org/img/offices/human-resources/Flex/2024/FSA_DCA_Limits_and_Changes.pdf)
* FSA Calculator (online only) [Link](https://www.wexinc.com/insights/benefits-toolkit/fsa-calculator/)
* Accessing Flexible Spending Account Information Online [Link](https://www.dowr.org/img/offices/human-resources/Flex/2024/AccessingFSAOnline.pdf)
* Accessing Flexible Spending Account Information Mobile [Link](https://www.dowr.org/img/offices/human-resources/Flex/2024/AccessingFSAMobile.pdf)

If enrolling, direct employee to accessing their flexible spending account online to obtain further information.

## SUPPLEMENTAL LIFE

**Send completed form(s) to Diocese of Winona-Rochester**

* Benefits at a Glance – (Supplemental) Life Insurance Plan [Link](https://www.dowr.org/img/offices/human-resources/Ins-SuppLife/BenefitsataGlance-SupLifeInsurance.pdf)
* Supplemental Life - Term Life Insurance Coverage Highlights [Link](https://www.dowr.org/img/offices/human-resources/Ins-SuppLife/SupplementalLifeTermLifeInsuranceHighlightSheet.pdf)
* “Beneficiary Guide for Term Life Insurance” flyer [Link](https://www.dowr.org/img/offices/human-resources/Ins-Life-LTD-ADD/BeneficiaryGuideforTermLifeInsurance.pdf)
* “What Would Your Family Do Without Your Income” flyer [Link](https://www.dowr.org/img/offices/human-resources/Ins-SuppLife/WhatWouldYourFamilyDoWithoutYourIncomeFlyer.pdf)
* “Group term life insurance” flyer [Link](https://www.dowr.org/img/offices/human-resources/Ins-SuppLife/GroupTermLifeInsuranceFlyer.pdf)
* Summary Plan Booklet - Supplemental Life Insurance [Link](https://www.dowr.org/img/offices/human-resources/Ins-SuppLife/SummaryPlanBooklet-SupLife.pdf)

## PAYROLL FORMS (Forms current)

**Do not send completed form(s) to Diocese of Winona-Rochester**

* I-9 Employment Verification [Form I-9 Link](https://www.dowr.org/img/offices/human-resources/Hire-Term/FormI-9.pdf)
* Form I-9 Instructions Only [Link](https://www.dowr.org/img/offices/human-resources/Hire-Term/FormI-9-InstructionsOnly.pdf)
* W-4 Federal Form W-4 Link
* W-4MN – (Note: All employees who complete an IRS W-4 form must complete the W-4MN form) Form W-4MN Link