

DIOCESE OF WINONA-ROCHESTER

Overview of Employee Benefits Guide for Administrators

This book is an outline of the procedures and forms that need to be completed when hiring new employees, when employees are terminating, or when an employee is making changes in the Diocese of Winona-Rochester benefit programs. Enrollment, termination and changes for each benefit program are summarized separately and the corresponding forms to use are located in the back of each section. This guide should be your “master copy” of the forms and information; photocopies should be made for your use. Forms are frequently updated and may be found on the website at:

<https://www.dow.org/offices/human-resources/index.html>

Upon hiring new employees and terminating employees, it is necessary to notify the Employee Benefits Coordinator at the Diocese of Winona-Rochester within 5 days of such event. Notification forms for this purpose are in the Hire/Term tab of this guide. Notification forms should be completed as soon as you are aware of a new hire or a termination.

Benefit forms for **New Employees** need to be sent to the Diocese of Winona-Rochester Pastoral Center within 30 days of the date of hire, preferably uploaded to Dropbox.

There are two checklists in the Hire/Term tab that you can use to quickly reference what forms and information are needed for new employees and terminating employees.

If you have any questions, please do not hesitate to contact the Diocese of Winona-Rochester Employee Benefits Coordinator at 507-858-1268.

The Benefits Manual is also on the Diocesan website at:

[DOW-R Employee Benefits Manual for Administrators](https://www.dow.org/offices/human-resources/benefits.html)
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