



Memo

Date: January 7, 2019
To: Business and Payroll Managers
From: Shannon Wiggins, HRMS Analyst, Office of Human Resources
Re: Updated HR Forms and Packets Available on Website

The following forms and packets have been updated on the archdiocesan website:

- W4 form
- G4 form
- Extension of Benefits form
- Full Time and Part Time New Hire Packet
- Termination Packet – Full Time

These documents can be found on the archdiocesan website on the Office of Human Resources page <https://archatl.com/offices/human-resources/business-managers-resources/>

Please destroy any older copies of these forms or packets and download the new ones on an as needed basis to ensure you have the most current documents.

If you have any questions, please contact us at chanceryhr@archatl.com.