

CHANGE / TRANSFER EMPLOYEE INFORMATION FORM

Use this form ONLY for employee changes/transfers/Re-Hires - Use the New Hire Form for new hires

**Complete name, SSN, EE#, Work Location
and all necessary changes.**

EMPLOYEE
NAME

LAST -4 of
SOC SEC #:

File #:

IF "RE-HIRE", enter

Re-hire date: _____
(See Note 1 below)

First Pay Date: _____

Employee Address

Email Address

Employee Home Phone

Cell Phone

☐ Check here if employee is transferring to another Parish/School/Diocesan location. List new location:

WORK LOCATION
(School / Parish)

Job Title

(MUST select from list on page 2)

Forms attached

☐ I-9 (Employment Eligibility)

☐ W-4 (Federal)

☐ K-4(IT-4) (State)

☐ Acceptance Form

☐ Direct Deposit (All regular employees)

☐ Diocesan Pension Forms (eligible new employees)

Salary Information: (Complete either semi-monthly salary OR hourly rate. Do not complete both)

\$. Semi-monthly Salary Rate (Salaried school employees see pay options below)
(Must be ≥ \$1,482.00 to qualify for salary/exempt unless employee
is clergy/teacher/principal - See Note #3)

\$. Hourly Rate (Number of Hours to be called in for each pay date)

(Contact the Payroll Office (392-1500) if you have any questions about entering salary information)

If the employee is a salaried school employee (other than a contracted teacher), does he/she opt to be paid:

- ☐ 20 equal semi-monthly payments September through June _____ employee initials
- ☐ 24 equal semi-monthly payments September through August _____ employee initials
- ☐ 24 equal semi-monthly payments July through June _____ employee initials

Work Schedule: Employee is (check one) _____ Full-time _____ Part-time (if part-time, Full-Time Equivalent: _____ %)

Scheduled Work Hours / week _____

(Mark Y or N) _____ At least 21 years of age

_____ Expected to work at least 15 hours per week

_____ Expected to work at least 5 months per year

Hire Date

Effective Date:

(See Note #1)

Signature of Pastor or Principal:

Date:

(MAKE A COPY FOR YOUR RECORDS)

Note 1 - Hire date is the first date that the employee is physically onsite and expected to begin work duties. For all new hire **teachers**, that date is determined by the teaching contract and is **August 1st** of each year.

Note 2 - The hours scheduled to work will be used to determine full-time/part-time status for benefits purposes

Note 3 - Please read the Diocesan Policy on Fair Labor Standards Act requirements to be sure you answer correctly. If you have doubts, please contact the Payroll Office at 859-392-1558.

Revised 01-24-2024

Job Title	Automatically Exempt?	Always Hourly (Non-Exempt)
Administration / Manager	No	No ⁽¹⁾
Administrative Assistant / Secretary	No	Yes
After Care	No	Yes
After Care Director	No	No ⁽¹⁾
Assistant Principal	Yes ⁽²⁾	-
Bookkeeper	No	Yes
Bus Driver / Monitor	No	Yes
Business Manager	No	No ⁽¹⁾
Cafeteria / Food Service	No	Yes
Cafeteria Manager	No	Yes
Cemeteries	No	Yes
Clerical	No	Yes
Coach	No	Yes
Coordinator of Religious Education	Yes ⁽²⁾	-
Counselor - Client	Yes	-
Counselor - School	Yes ⁽²⁾	-
Custodial / Maintenance	No	Yes
Day Care	No	Yes
Deacon	Yes	-
Development / Advancement	No	No ⁽¹⁾
Director	No	No ⁽¹⁾
Director of Religious Education	Yes ⁽²⁾	-
Healthcare Assistant	No	Yes
Information Technology	No	No ⁽¹⁾
Kindergarten Aide	No	Yes
Kindergarten Teacher	Yes	-
Ministerial	Yes ⁽³⁾	-
Musician	No	No ⁽¹⁾
Nurse	No	No ⁽¹⁾
Parish Life Collaborator	Yes	-
Preschool Aide	No	Yes
Preschool Assistant Director	No	Yes
Preschool Assistant Director (>50% Teaching)	Yes	-
Preschool Director	No	Yes
Preschool Director (>50% Teaching)	Yes	-
Preschool Teacher	No	Yes
Preschool Teacher (>50% Teaching)	Yes	-
Priest	Yes	-
Principal	Yes ⁽²⁾	-
Sacristan	No	Yes
Substitute Teacher	Yes	-
Teacher	Yes	-
Teacher Aide	No	Yes

(1) - To be salaried (exempt), **BOTH** of the following must be met:

- a. Paid at least **\$1,482** / pay period.
- b. Meet one of the three exemptions (see policy for details):
 - i. Executive Duties
 - ii. Professional Duties
 - iii. Administrative Duties

(2) - Must be paid at least the starting teachers' scale to be considered exempt.

(3) - Must be working in an actual ministerial capacity to be considered exempt.