

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: _____ First Pay Date: _____
(See Note 1 below)

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 _____
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(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 \geq \$1,828.67 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.