

# 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: \_\_\_\_\_ First Pay: \_\_\_\_\_  
(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.

**Diocese of Covington**  
Employee Listing  
JOB TITLE LISTING

6/7/2024  
12:20 PM

Job Title	Automatically Exempt?	Always Hourly (Non-Exempt)
Administration / Manager	No	No <sup>(1)</sup>
Administrative Assistant / Secretary	No	Yes
After Care	No	Yes
After Care Director	No	No <sup>(1)</sup>
Assistant Principal	Yes <sup>(2)</sup>	-
Bookkeeper	No	Yes
Bus Driver / Monitor	No	Yes
Business Manager	No	No <sup>(1)</sup>
Cafeteria / Food Service	No	Yes
Cafeteria Manager	No	Yes
Cemeteries	No	Yes
Clerical	No	Yes
Coach	No	Yes
Coordinator of Religious Education	Yes <sup>(2)</sup>	-
Counselor - Client	Yes	-
Counselor - School	Yes <sup>(2)</sup>	-
Custodial / Maintenance	No	Yes
Day Care	No	Yes
Deacon	Yes	-
Development / Advancement	No	No <sup>(1)</sup>
Director	No	No <sup>(1)</sup>
Director of Religious Education	Yes <sup>(2)</sup>	-
Healthcare Assistant	No	Yes
Information Technology	No	No <sup>(1)</sup>
Kindergarten Aide	No	Yes
Kindergarten Teacher	Yes	-
Ministerial	Yes <sup>(3)</sup>	-
Musician	Yes	-
Nurse	No	No <sup>(1)</sup>
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 <sup>(2)</sup>	-
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 **\$1,828.67** / 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.