

First United Methodist Church
72 Lake Morton Drive
Lakeland, Florida 33803

REQUEST FOR PERSONNEL CHANGE (To be completed by Supervisor and/or HR department ONLY)

EMPLOYEE NAME: _____ **Home Dept. #** _____

NEW HIRE (See Reverse for checklist)		HR DEPT Use Only	File # _____
Hire Date: _____	Job Title: _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
HOURLY:	SALARIED:	FEE:	DAILY: (Preschool Teachers Only)
\$ _____ per hr	\$ _____ annually	\$ _____ fee	\$ _____ per day _____ hrs per day _____ days per week

ADMIN / HR USE ONLY
Salaried Bi-Weekly \$ _____ Daily Per Hour \$ _____

ADDITIONAL ASSIGNMENT, ADDITIONAL DEPARTMENT (Employee assigned to Department <i>in addition to</i> Home Department)
Effective Date: _____ Job Title _____ In Dept. # _____ \$ _____ per hour / OR \$ _____ fee

CHANGE	FROM	TO	EFFECTIVE DATE
Rate of Pay			
Department			
Job Title			
Status (LOA/Active) (Sal /Hourly)			
Name (attach W4)			
Address and/or Phone			
Pension Coverage			
Insurance Coverage			
Other			
Comments: _____			

TERMINATION
Termination Date: _____ <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary

ADMIN / HR USE ONLY
Date Conference Notified: _____ Date GBOP Notified: _____
Comments: _____

SUPERVISOR SIGNATURE: _____ Date: _____

ADMIN / HR USE ONLY
Pay Date _____ S.S. _____ Database _____ ECO List _____ Scanned _____ Pension List _____ PC Receipt _____

CHECK OFF LIST

THE FOLLOWING SHOULD ALREADY HAVE BEEN SUBMITTED:

- _____ Application for Employment
- _____ Background Screening Consent Form

ATTACHED: (ALL ITEMS ARE REQUIRED):

- _____ Request for Personnel Change
- _____ Form W-4
- _____ Form I-9
- _____ Photocopy of Social Security Card
- _____ Photocopy of Driver's License or other Photo ID
- _____ Emergency Contact Information form
- _____ Employee Handbook Acknowledgement form
- _____ Child Protection Acknowledgement
- _____ Drug-Free Workplace Policy Acknowledgement form
- _____ Employee Conduct Policy Acknowledgement form

OPTIONAL:

- _____ Application for Direct Deposit with Void Check

GIVEN TO EMPLOYEE:

- _____ Employee Handbook
- _____ Child and Youth Protection Policy
- _____ Employee Conduct Policy
- _____ Staff Social Covenant