



THE HARKER SCHOOL

SUMMER NEW HIRE STATUS FORM



Employee Name: _____

Section 1: Hiring Manager Checklist (Please confirm the following are sent to HR)

- Employment Application Resume (if applicable)
 Interview Notes References

HR will not begin the hiring process until all the required documents are submitted. If you have questions about your applicant, please contact HR@harker.org.

Section 2: New Employee Information

<input type="checkbox"/> Hourly	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Training (Beginning Date: _____ End: _____)
<input type="checkbox"/> Salary	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Program (Beginning Date: _____ End: _____)
		<input type="checkbox"/> Program (Beginning Date: _____ End: _____)

Preferred Start Date: _____ Job Title: _____

Dept: Camp + English Language Inst. Institute MS Institute US Swim Summer @ The Conservatory

Paycom Supervisor: _____ (Approve timesheets/time off requests)

Hourly Rate (non-exempt): _____

Salary (exempt): _____ Training Salary (Exempt Only): _____ Total Salary: _____

Location: Upper School Middle School Lower School

Shift Schedule (ex: Mon.-Fri., 4-6 p.m.) _____

Secondary Job Title: _____

Hourly Rate (non-exempt): _____

Salary (exempt): _____ Training Salary (Exempt Only): _____ Total Salary: _____

Location: Upper School Middle School Lower School

Replacing: _____

Section 3: For Summer and HR Office Only

Pay Type (Salaried Only) _____ Paycom Department _____

Portal Access: yes no Under 18: yes no Rehire: yes no

Section 4: Hiring Notes

Please sign and date digitally and send to HR.

Manager Signature: _____ Date: _____

Summer Office Signature: _____ Date: _____

HR Signature: _____ Date: _____