



THE HARKER SCHOOL

SUMMER NEW HIRE STATUS FORM



Employee Name: _____ Under 18: yes no Hire Type: Rehire New Existing

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

Hourly Salary Full-Time Part-Time

Start Date: _____ End Date: _____ Job Title: _____

Dept: Camp + ELI Institute MS Institute US Swim S@TC Speech & Debate DECA

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

Session Date	Session	Division	Salary Compensation
	Prep Week		\$
	Training Week		\$
	4 weeks	Lower School	\$
	2 weeks A	<input type="checkbox"/> Lower School <input type="checkbox"/> Middle School	\$
	2 weeks B	<input type="checkbox"/> Lower School <input type="checkbox"/> Middle School	\$
	2 weeks C	<input type="checkbox"/> Lower School <input type="checkbox"/> Middle School	\$
	1 week	Lower School	\$
	6 weeks	Upper School	\$
	3 weeks	Upper School	\$
	3 weeks	Upper School	\$
	2 weeks	Speech & Debate	\$
	2 weeks	Conservatory	\$
	3 weeks	Conservatory	\$
	TBA	Swim School	\$
	English Language Institute	<input type="checkbox"/> Lower School <input type="checkbox"/> Middle School	\$
	Advanced English Language Institute	Middle School	\$
	1 week	DECA	\$
	1 week	DECA	\$
	Total Compensation		

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.): _____

(Continued on next page)

Section 3: Secondary Job

Secondary Job Title: _____

Hourly Rate (non-exempt): _____

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

Location: Upper School Middle School Lower School

Section 4: For Summer and HR Office Only

Pay Type (Salaried Only) _____ Paycom Department _____

Section 5: Changes

Please sign and date digitally and send to HR.

Manager Signature: _____ Date: _____

Summer Office Signature: _____ Date: _____

HR Signature: _____ Date: _____