



THE HARKER SCHOOL

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"/> Temporary (Beginning Date: _____ End: _____)
<input type="checkbox"/> Salary	<input type="checkbox"/> Part -Time	

Preferred Start Date: _____ Category: 12-month 44-week (10 month) School Year Only

Job Title: _____ Dept: _____

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

Hourly Rate (non-exempt): _____ Annual Salary (exempt): _____

Location: Upper School Middle School Lower School Boynton Winchester

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

Replacing: _____

Manager to Do (if applicable): Request keys from Facilities File Tech Ticket for Computer (and indicate Mac or PC)

Section 3: Hiring Notes

Please sign and date digitally and send to HR.

Manager Signature: _____ Date: _____

HR Signature: _____ Date: _____