



# THE HARKER SCHOOL

## PERSONNEL STATUS FORM

Employee Name: \_\_\_\_\_ EE ID: \_\_\_\_\_ EE NUM: \_\_\_\_\_

### Section 1: Status Change

Effective Date: \_\_\_\_\_

New Position/Title: \_\_\_\_\_  Adding Second Job (please go to Section 3)

Status:  FT to PT  PT to FT      New Category:  12-month  44-week (10-month)  School Year Only

New Location:  Upper School  Middle School  Lower School  Boynton  Winchester      Dept.Update: \_\_\_\_\_

New Shift Schedule (ex: Mon.-Fri., 4-6 p.m.) \_\_\_\_\_

Position Start Date: \_\_\_\_\_ Position End Date: \_\_\_\_\_ Paycom Supervisor: \_\_\_\_\_

**HR USE ONLY:** Position Family: \_\_\_\_\_

### Section 2: Additional Compensation/Pay Rate Change

Paydate to be paid: \_\_\_\_\_

Explanation:

Total Amount to be Paid: \$ \_\_\_\_\_ Charge Different Div/Dept: \_\_\_\_\_

New Hourly Pay Rate: \_\_\_\_\_ New Annual Salary: \_\_\_\_\_

### Section 3: Secondary Jobs - Multiple supervisors hiring the same employee to work in different departments must sign this form. Total hours of work per week between multiple jobs must meet budgetary restrictions.

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

Start Date: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Location:  Upper School  Middle School  Lower School  Union

Replacement: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_