

Employee File Note

Date: _____

New Hire

Re-Hire

Change

Termination

Work-site Employer: _____

Client#: _____

Employee Name: _____

Full Time

Part Time

On Call

Temp

Location: _____

Time Clock: _____

NEW HIRE/RE-HIRE *(All new hires must schedule orientation at ManagedPAY prior to starting work)*

Classification: Exempt (Salary) Non-Exempt (hourly) Salary Non-Exempt (Salary w/Overtime)

Status: Staff Management Sr. Management

Job Title/Description: _____

(Labor and divisional accounting may be required)

Hire/Re-Hire Date: _____

Pay Rate: _____

Per Diem YES NO

Per Diem / # Days: _____

Vacation/PTO Eligibility Date: _____

For Internal Use Only

Dept.: _____

Labor: _____

CHANGE **Effective Date of Change:** _____

Name: _____

Telephone Number: _____

(A document such as: new SS card, marriage or birth certificate, or divorce decree may be required).

Address: _____

City: _____

State: _____

Zip: _____

Current Rate of Pay: _____ **NEW Rate of Pay:** _____ **Job Title/Description:** _____

Status Change To: F/T P/T On Call Temp Staff to Mgmt. Mgmt. to Staff

New Classification: Exempt (Salary) Non-Exempt (hourly) Salary Non-Exempt (Salary w/Overtime)

For Internal Use Only
W.C. classification change

TYPE OF SEPARATION *(check one)*

Resignation (attach letter of resignation)

Dismissal

Lay-off

Other (explain) _____

REASON FOR SEPARATION *(check one)*

Absenteeism/Tardiness

Performance

Job Change or Personal

Reduction in Force / Position Elimination

Violation of Policies/Procedures (submit supporting documents)

Other (explain) _____

Separation Date: _____

Last Day Worked: _____

Final Hours/Pay: _____

Amount of Notice given: _____

Vacation / PTO Pay: _____

Employee must schedule an exit interview to pick up final check with ManagedPAY.

Work-Site Supervisor Signature

Date

Work-Site Supervisor Name (Printed)

Employee Signature

Date

Employee Name (Printed)