

PropertyName(s):

KY / IN / OH / TN (circle state) Add/ Delete/ Change (circle status)

Effective Date: test

(Payroll Only) Payroll Code: test Work County: Split: Hands:

Employee Information

Full Name: Street Address:

City: State: Zip County of Residence:

Social Security Number: Birth Date: Email:

Home Phone: Cell Phone: Other:

Tobacco User (please circle one): Yes / No

Emergency Contact Information

Full Name: Relationship:

Address: City: State: Zip:

Primary Phone: Cell Phone: Other:

ADD / CHANGE (circle which applies to this sheet)

Title: Supervisor/Manager:

Work City: Zip: Work Phone:

Hourly Rate: \$ OR Salary: \$

Number of Hours per Week: Full-Time/ Part-Time/ Seasonal (circle one)

M: T: W: TH: F: Sat: Sun:

Bonus Units: Activity Month: Bonus Date: Total # of Bonus Units to Add

Add Units to Add Units to

Add Units to Add Units to

Properties: Total # of Bonus Units

DELETE

Reason for termination (quit, terminated, etc.): Date of Termination:

Explanation for termination (reason given for quitting, reason for termination, etc.):

Other Comments:

Manager's Signature	Date	HR's Signature	Date
Regina Carby/Allison Powell	Date	Aaron Watkins	Date