

How-To Guide

EMPLOYEE ACTION FORM

- The sections within the red boxes are required for hires.
- “Work Location Name” is the name of the school, church, department, or business who is hiring the employee.
- Do not complete CHANGE and SEPARATION sections as they are not applicable for hires.

Southern California Conference: Human Resources Department

EMPLOYEE ACTION FORM

Formerly called Add/Change Form

Must check one: CONFERENCE LOCALLY FUNDED

Employee's Full LEGAL Name: _____
Last name First name Middle name

Work Location Name: (Church/School/Office) _____

Contact Person: (Supervisor/Pastor/Principal/Director) _____

Supervisor Email: _____ Supervisor Phone: _____

Area Code & Number

Select the action that applies and fill out section completely

1. <input type="checkbox"/> HIRE	<p>TYPE OF HIRE, select one: <input type="checkbox"/> NEW <input type="checkbox"/> REHIRE (within 12 months of last day worked: ___/___/___)</p> <p>WORK STATUS, select one: <input type="checkbox"/> Full-Time Regular <input type="checkbox"/> Part-Time Regular <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Student <input type="checkbox"/> Interim <input type="checkbox"/> Temporary (Less than 6 months and must indicate date for the end of the term of employment)</p> <p>JOB TITLE: _____ Date voted by Board/Committee _____</p> <p>START DATE: _____ End Date (if temporary only) _____</p> <p>NUMBER OF HOURS PER WEEK: _____</p> <p>PAY RATE: <input type="checkbox"/> Hourly @ \$ _____ per hour <input type="checkbox"/> Salary @ \$ _____ per check (with prior approval of SCC HR & meet minimum amount)</p>										
2. <input type="checkbox"/> CHANGE	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">FILL IN ALL CURRENT INFORMATION <i>Do NOT leave blank!</i></td> <td style="width: 50%; border: none;">FILL IN REQUESTED CHANGES <i>If no change, write "no change." Do not leave blank.</i></td> </tr> <tr> <td style="border: none;">Current Pay \$ _____</td> <td style="border: none;">Change to: \$ _____</td> </tr> <tr> <td style="border: none;">Current Position: _____</td> <td style="border: none;">Change to: _____</td> </tr> <tr> <td style="border: none;">Current Hours worked per week: _____</td> <td style="border: none;">Change to: _____</td> </tr> <tr> <td colspan="2" style="border: none;"> If applicable: <input type="checkbox"/> KEEP previous position and ADD these changes EFFECTIVE DATE: _____ <input type="checkbox"/> MOVE from previous position to NEW position </td> </tr> </table>	FILL IN ALL CURRENT INFORMATION <i>Do NOT leave blank!</i>	FILL IN REQUESTED CHANGES <i>If no change, write "no change." Do not leave blank.</i>	Current Pay \$ _____	Change to: \$ _____	Current Position: _____	Change to: _____	Current Hours worked per week: _____	Change to: _____	If applicable: <input type="checkbox"/> KEEP previous position and ADD these changes EFFECTIVE DATE: _____ <input type="checkbox"/> MOVE from previous position to NEW position	
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If applicable: <input type="checkbox"/> KEEP previous position and ADD these changes EFFECTIVE DATE: _____ <input type="checkbox"/> MOVE from previous position to NEW position											
3. <input type="checkbox"/> SEPARATION	<p>TYPE OF SEPARATION, select one: <input type="checkbox"/> Resignation (attach resignation letter) <input type="checkbox"/> Dismissal (attach termination letter from board/supervisor – MUST have prior HR authorization) <input type="checkbox"/> End of Temporary Position <input type="checkbox"/> Transfer out of Conference <input type="checkbox"/> Retirement <input type="checkbox"/> Reduction in force (attach prior HR Authorization; do NOT terminate without HR approval)</p> <p>Position held: _____ Last day worked: _____</p> <p>Forwarding address for final paycheck: _____</p>										

APPROVAL:
 Date: _____ Authorized [Supervisor] Signature: _____ Title: _____

FOR SCC OFFICE USE:
 Date: _____ Conference Treasurer/Superintendent Signature: _____ HR initials: _____