

# 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

<p><b>1. <input type="checkbox"/> HIRE</b></p>	<p><b>TYPE OF HIRE, select one:</b>  <input type="checkbox"/> NEW <input type="checkbox"/> REHIRE (within 12 months of last day worked: ____/____/____)</p> <p><b>WORK STATUS, select one:</b>  <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><b>JOB TITLE:</b> _____ Date voted by Board/Committee _____</p> <p><b>START DATE:</b> _____ End Date (if temporary only) _____</p> <p><b>NUMBER OF HOURS PER WEEK:</b> _____</p> <p><b>PAY RATE:</b>  <input type="checkbox"/> Hourly @ \$ _____ per hour  <input type="checkbox"/> Salary @ \$ _____ per check (with prior approval of SCC HR &amp; meet minimum amount)</p>		
<p><b>2. <input type="checkbox"/> CHANGE</b></p>	<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"> <p><b>FILL IN ALL CURRENT INFORMATION</b>  <i>Do NOT leave blank!</i></p> <p>Current Pay \$ _____</p> <p>Current Position: _____</p> <p>Current Hours worked per week: _____</p> <p><b>If applicable:</b>  <input type="checkbox"/> KEEP previous position and ADD these changes  <input type="checkbox"/> MOVE from previous position to NEW position</p> </td> <td style="width:50%; border: none;"> <p><b>FILL IN REQUESTED CHANGES</b>                      If no change, write "no change." <i>Do not leave blank.</i></p> <p>Change to: \$ _____</p> <p>Change to: _____</p> <p>Change to: _____</p> <p><b>EFFECTIVE DATE:</b> _____</p> </td> </tr> </table>	<p><b>FILL IN ALL CURRENT INFORMATION</b>  <i>Do NOT leave blank!</i></p> <p>Current Pay \$ _____</p> <p>Current Position: _____</p> <p>Current Hours worked per week: _____</p> <p><b>If applicable:</b>  <input type="checkbox"/> KEEP previous position and ADD these changes  <input type="checkbox"/> MOVE from previous position to NEW position</p>	<p><b>FILL IN REQUESTED CHANGES</b>                      If no change, write "no change." <i>Do not leave blank.</i></p> <p>Change to: \$ _____</p> <p>Change to: _____</p> <p>Change to: _____</p> <p><b>EFFECTIVE DATE:</b> _____</p>
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<p><b>3. <input type="checkbox"/> SEPARATION</b></p>	<p><b>TYPE OF SEPARATION, select one:</b>  <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><b>Position held:</b> _____ <b>Last day worked:</b> _____</p> <p><b>Forwarding address for final paycheck:</b> _____                      _____</p>		

**APPROVAL:**

Date: \_\_\_\_\_ **Authorized [Supervisor] Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**FOR SCC OFFICE USE:**

Date: \_\_\_\_\_ Conference Treasurer/Superintendent Signature: \_\_\_\_\_ HR initials: \_\_\_\_\_