

THE FRANCIS FOUNDATION, INC.

EMPLOYEE RECORD NOTICE

NEW EMPLOYEE [] or EXISTING EMPLOYEE RECORD UPDATE [] or RE-HIRED EMPLOYEE []		DATE: / /	
EMPLOYEE FACTS			
NAME:		SSN: - -	DOB: / /
ADDR:		PHONE:	
		PHONE:	
EMAIL ADDR:		PAGER:	
EMPLOYMENT STATUS			
PERMANENT [] or TEMPORARY [].		FULL TIME [] or PART TIME [].	
HOURS/WEEK: Full Time Hours = 40 [] - 35 [] - 30 [] Part Time Hours = ().			
PAY TYPE: HOURLY [] or SALARY [].		BENEFITTED: YES [] or NO [].	
LOCATION:	POSITION:		
STARTING DATE: / /	STARTING PAY RATE: \$. /hour		
WAGE ACTION			
PAY RATE CHANGE: From = \$. /hr. To = \$. /hr.		EFFECTIVE: / /	
REASON:			
EMPLOYMENT TERMINATION			
VOLUNTARY [] or INVOLUNTARY [].		EFFECTIVE: / /	
COBRA: YES [] or NO [].	TERMINATE COVERAGE: HEALTH [], DENTAL [], DISABILITY []		
ELIGIBLE FOR RE-HIRE: YES [] or NO [].	RETURN (Y, N, O): KEYS [], PAGER [], OTHER [].		
REASON FOR TERMINATION:			
INSTRUCTIONS FOR LAST PAYCHECK:			
FOWARDING ADDRESS:			

PREPARER'S NAME (PRINT)	TITLE	REVIEWER'S NAME (PRINT)	TITLE
PREPARER'S SIGNATURE	/ / DATE	REVIEWER'S SIGNATURE	/ / DATE