315: Employee Status Form

300: Human Resources · https://milo.masseyservices.com/docs/315-employee-status-form/

Section: Human Resources
Subject: Life Insurance Enrollment
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

The Employee Status Form is to be used as follows:

New Team Members

The information from this EMPLOYEE STATUS FORM will be used to add a Team Member to payroll. Careful attention needs to be paid to each line to assure every applicable box is completed. Human Resources will prepare the new hire ESF and circulate for approval.

Change of Team Member Status

Any change of a Team Member's pay arrangements, position, salary change, assignment, change of address, marital status or any other factor that will affect the Team Member's status, will be reported to Human Resources through the Employee Status Form.

The form should be completed **IN FULL**, as if completing for a new Team Member, not just the change made with no other information given.

The complete form should be emailed to Human Resources. Human Resources will circulate the changed ESF for proper signatures.

Terminating Team Member

An Employee Status Form will need to be completed for a Team Member leaving the company. If the Team Member is resigning, a signed resignation letter is to be attached to the email sent to Human Resources notifying them of the resignation.

If a Team Member is being terminated, Disciplinary Action Report (DAR), explaining the full details that lead to the termination is to be sent immediately via email to Human Resources. Human Resources will prepare the resignation/termination ESF and circulate for approval.

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