



SHEET

EMPLOYEE STATUS

<input type="checkbox"/>	New hire	<input type="checkbox"/>	Store Transfer
<input type="checkbox"/>	Rehire	<input type="checkbox"/>	Wage Change
<input type="checkbox"/>	Separation	<input type="checkbox"/>	Status Change
<input type="checkbox"/>		<input type="checkbox"/>	

Please Check All That Apply!

Name:	
Effective Date:	
Social Security #:	
Store/Department:	

NEW HIRE/REHIRE INFORMATION

Title: _____

Wages: \$ _____ Per HR Week

Part-Time: Full-Time:

State in which team member works: _____

State of Residence: _____

DUAL WAGES

#1) Position: _____ Wage: \$ _____

#2) Position: _____ Wage: \$ _____

MVR

If Driver, MVR Ran? YES NO Date MVR was run? _____ Pass? Fail?

CHANGE OF STATUS/TRANSFER/WAGE CHANGE

Current:

Job Title: _____ Store # _____

Wages: _____ HR Week

Job Title: _____ Store # _____

Wages: \$ _____ HR Week

Job Title: _____ Store # _____

Wages: \$ _____ HR Week

Date Last Raise Was Given: _____

Month/Date/Year

(Please Check One) Promotion Demotion Job Change Merit Market Adjustment Transfer

Change To:

Job Title: _____ Store # _____

Wages: \$ _____ HR Week

Job Title: _____ Store # _____

Wages: \$ _____ HR Week

Job Title: _____ Store # _____

Wages: \$ _____ HR Week

Part-time: _____ or Full-time: _____

SEPARATION

Last Day Worked: _____

Separation Date: _____

(Please Check One) Voluntary Separation Involuntary Separation Eligible for Rehire?

Reason: _____

Signatures: _____

Team Member: _____ Immediate Supervisor: Rupam Sheikh

Bajco Group

HR Department: _____

Approved: _____