HILLTOP
Creating Opportunities. Enriching Lives.

NEW HIRE - STATUS CHANGE

Employee Name_____ EE ID Number_____

Hire Date_____ Salary Review Date_____ ☐ Re-Hire (previously employed by Hilltop)

Exempt Status: ☐ Yes ☐ No Partner Employee: ☐ Yes ☐ No Temporary Employee: ☐ Yes ☐ No

Primary Job Title_____ Wage Scale_____ Pay Rate_____

Primary Department Number_____ Program Name_____

Program Location_____ Supervisor (print)_____

Secondary Job Title_____ Wage Scale_____ Pay Rate_____

Secondary Department Number_____ Program Name_____

Program Location_____ Supervisor (print)_____

Hours-Status (all positions combined):
☐ Part Time (0-29 hours worked) ☐ Fulltime (30-40 hours worked)

Time Management Group:
☐ Timeclock ☐ Hours Entry, Non-Exempt ☐ Hours Entry, Exempt (multiple depts) ☐ Auto Paid, Exempt

Clock Badge Number_____

I understand that the changes above will be made to my employee record:

_____	_____	_____
Employee Signature	Print Name	Date
_____	_____	_____
Supervisor Signature	Print Name	Date

HR Internal Use: Notes_____

_____

HR Representative_____ Date_____

Revised: 7/8/19 - VF