TANDEM HR

NEW HIRE / RE-HIRE FORM

SECTION 1: TO BE COMPLETED BY EMPLOYEE

☐ **New Hire** ☐ **Re-Hire**

COMPANY NAME: _____ SOCIAL SECURITY: _____

EMPLOYEE NAME: _____ CITY: _____

HOME MAILING ADDRESS: _____ STATE AND ZIP: _____

COUNTY OF HOME ADDRESS: _____ WORK PHONE: _____

DATE OF BIRTH: _____ DO YOU LIVE WITHIN AN UNINCORPORATED AREA? ☐ Yes ☐ No

HOME PHONE: _____ CELL PHONE: _____

HOME EMAIL: _____ GENDER: ☐ Male ☐ Female

EMERGENCY CONTACT INFORMATION MARITAL STATUS: ☐ SINGLE ☐ MARRIED ☐ CIVIL UNION ☐ DIVORCED

CONTACT NAME: _____ RELATIONSHIP: _____

CONTACT HOME PHONE: _____ WORK PHONE: _____

EEO-1 SELF-IDENTIFICATION (Check ONE)

Employee Instructions: *Any information relating to race, ethnicity and gender is collected to comply with federal regulations, which require certain recordkeeping and reporting requirements. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.*

Supervisor Instructions: *Complete the Employee Race/Ethnicity section by visual observation if employee does not self-identify.*

☐ **Hispanic or Latino**
☐ **Black or African American** (not Hispanic or Latino)
☐ **Asian** (not Hispanic or Latino)
☐ **Two or more races** (not Hispanic or Latino)
☐ **White** (not Hispanic or Latino)
☐ **Native Hawaiian or other Pacific Islander** (not Hispanic or Latino)
☐ **American Indian or Alaskan Native** (not Hispanic or Latino)

Are you a Veteran of the Vietnam Era? – Persons who served active duty for a period of more than 180 days between August 5, 1964 and May 31, 1975, and were discharge there form with other than a dishonorable discharge. ..... ☐ Yes ☐ No

Reasonable Accommodation: In the event you believe there is a reasonable accommodation that will assist you in performing the essential functions of your job, please contact your manager or Tandem HR.

☐ **I AGREE TO GO PAPERLESS.** Upon activation, you will receive all Tandem HR general correspondence electronically to your Home Email. It is your sole responsibility to ensure that this information is accurate, that you have an active personal email address and to ensure your email system is not blocking our email notifications. In the event you do not receive notification, it is your responsibility to sign in and check on the delivery of new electronic communication. It is your sole responsibility to ensure that the contact information in your online user profile is current and accurate.

Employee Signature: _____ **Date:** _____

SECTION 2: TO BE COMPLETED BY WORKSITE EMPLOYER

DATE OF ORIGINAL HIRE: _____ **DATE OF NEW HIRE / RE-HIRE:** _____

LOCATION: _____ **DEPARTMENT:** _____ **DIVISION**: _____

JOB TITLE: _____ **BADGE # / TIME CLOCK ID#:** _____

RATE OF PAY: ☐ HOURLY: $_____ ☐ **SALARY**: $_____ / yr $_____ /pay period

SECONDARY RATE: ☐ HOURLY: $_____ **SECONDARY JOB TITLE:** _____

PAY CYCLE: ☐ Weekly ☐ Bi-Weekly ☐ Semi-Monthly ☐ Monthly

PAY METHOD: ☐ Salary ☐ Hourly **AVERAGE WORK HRS PER WEEK:** _____

☐ Commission (attach agreement) Draw: ☐ No ☐ Yes If Yes add Amount $ _____

CLASSIFICATION: ☐ Full-Time ☐ Part-Time ☐ Union ☐ Seasonal ☐ Temporary ☐ PRN

EXEMPTION STATUS: ☐ Non-Exempt Hourly ☐ Non-Exempt Salary ☐ Exempt Salary

BENEFITS ELIGIBLE: ☐ Yes ☐ No ☐ Supplemental/Voluntary Only **Department**: _____

VACATION/PTO: ☐ Yes ☐ No Accrual rate: _____ ☐ per pay period ☐ per month ☐ per year

SICK: ☐ Yes ☐ No Accrual rate: _____ ☐ per pay period ☐ per month ☐ per year

Manager Signature: _____ **Date:** _____

SEE NEXT PAGE

SECTION 3: TO BE COMPLETED BY WORKSITE EMPLOYER

Employee Job Category – Check only **ONE**. From the EEO Job categories listed below, which one best describes the employee's position:

☐ **Executive/Senior Level Official and Manager** (1)
Plans, directs and formulates policies, sets strategy and provides overall direction of organizations.
Examples: Chief executive officer, chief operating officer, president or executive vice president of functional areas or operating groups.

☐ **First/Mid Level Official and Manager** (1-2)
Receives direction from executive/senior level management and implements policies, programs and directives of executive/senior management or reports directly to middle managers and oversees day-to-day operational objectives, directly supervising activities of exempt and non-exempt personnel.
Examples: Vice president, director, controller, treasurer, human resources, information systems, marketing or operations manager, first-line manager, branch manager.

☐ **Professional** (2)
Requires a college degree or professional certification.
Examples: Architect, accountant, lawyer, teacher, engineer, computer software and systems engineer, computer programmer, computer professional (employees in computer-related occupations defined under FLSA).

☐ **Technician** (3)
Requires the application of scientific skills, usually obtained by post-secondary education, which may include training certification or comparable experience.
Examples: Drafter, engineering aide, technical illustrator, medical technician.

☐ **Sales Worker** (4)
Primarily engages in direct sales in a non-managerial capacity.
Examples: Sales representative, cashier, real estate agent and broker.

☐ **Administrative Support Worker** (5)
Provides administrative support assistance, primarily in office settings.
Examples: Legal assistant, bookkeeper, office or administrative assistant, secretary, computer operator, shipping and receiving clerk.

☐ **Craft Worker** (6)
Engages in a higher-skilled occupation, such as construction and natural resource extraction or the installation and maintenance of equipment and machines.
Examples: Building trade, hourly paid supervisor and lead operator, mechanic, skilled machinist, electrician and painter, earth driller, derrick operator, engraver, millwright.

☐ **Operative** (7)
Engages in an intermediate skilled occupation such as operating machines or factory-related processing equipment.
Examples: Workers at textile machines, photographic processes, assembly plants or food processing, baker, driver, sailor, hand packer.

☐ **Laborer and Helper** (8)
Engages in limited-skill work that requires brief training in order to perform the essential tasks of the job, demanding little independent judgment.
Examples: Construction worker, garage laborer, car washer, groundskeeper.

☐ **Service Worker** (9)
Engages in service-related work that requires skills that may be acquired through formal training, job-related or direct experience.
Examples: Personal service attendant, nurse's aide or orderly, cleaner, cook, firefighter, guard, doorkeeper.

To be completed by Tandem HR

WC Code: _____

HRP Job Code: _____
e.g. 8810N5

Approved by Senior HR: _____

HRP Employee ID: _____

Entered in HRP by: _____

_____
Print Supervisor Name

Submit your paperwork TODAY to ensure your first payroll can be run on time!

To submit your form:

During a new client orientation session: Immediately submit the completed Forms and Policies to your Tandem HR orientation representative.

All other new hires: Immediately submit the completed Forms and Policies to your supervisor, who will email to inputs@TandemHR.com.

Questions?

All questions should be directed to Your Solution Center at yoursolutioncenter@tandemhr.com or 630.468.9298.