

New Class Code/Location Request



This form must be completed in its entirety.

Vensure Client Name:

If employee (EE) works from home (WFH), please identify “WFH” on address line with the state they work from. If more than 3 new states, please use an additional form for the balance of the states.

New Client Location/Address:

City: State: Zip:

New Client Location/Address:

City: State: Zip:

New Client Location/Address:

City: State: Zip:

Detailed description of employee work duties to be performed. (The first line is an example.)

WC Effective date	State	# of EEs	Code	FLSA Exempt Y/N**	Annual Gross Payroll	Job Title	WFH Y/N	Detailed job description
07/01/2021	FL	1	8810		\$200,000	Executive Director		EE is at desk managing the team via email and the web.

**The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

Visit their website at:

<https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa>

Instructions: Please be sure to provide as much detail as possible in the description of employee work duties to ensure employees are classified accurately. Upon completion, please email to riskmgmt@vensure.com or your Strategic Relations Representative for processing.

Implementations: If this account has not been bound, please submit to the assigned WC Underwriters.

Note: Please allow 24-48 hours for approval.