

EMPLOYEE INFORMATION

___ New Hire ___ Change ___ Termination ___ Leave ___ FMLA

EFFECTIVE DATE: _____

NAME: _____

ADDRESS: _____
Street City State Zip Code

TELEPHONE: _____

DATE OF BIRTH: ____ / ____ / ____

EMERGENCY CONTACT: _____

Relationship: _____ Phone: _____

EEO ETHNIC CODE: (circle one)

WHITE BLACK ASIAN/PACIFIC ISLANDER

HISPANIC AMERICAN INDIAN/ALASKA

LOCATION: (circle one)

AHS AMS MEAD PRENDERGAST SCHOOL READINESS CENTRAL OFFICE

NUMBER OF PAYS (CHECKS) - Teachers Only

_____ 22 CHECKS _____ 21 CHECKS + 1 BALLOON CHECK
(Balloon check totals 5 weeks' pay and is paid at the end of the school year.)

TEACHERS NOTE:

There are no paychecks issued during the summer.

COMMENTS: _____

Payroll _____ Date _____