



Weston Public Schools
New Hire/Change of Status Form

Human Resources Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Notification of New Hire or Change of Status Payroll/Personnel Form	Revised Date:	May, 2012
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Policy: Source documents are to be maintained for all transactions including payroll/personnel documents.

The purpose of the notification of new hire or change of status payroll/personnel form is to be used to enter/update employee information in MUNIS and the HR database.

Completed By:	Human Resources Assistant	Reviewed By:	Human Resources Assistant
Approved By:	Human Resources Director	Entered By:	Payroll and the Human Resources Director
Form Title:	Notification of New hire or Change of Status Payroll/Personnel Form	Estimated Time Frame:	1 working day

Process for Completion:

For New Hires:

As part of the new hire packet an employee is given the yellow notification of new hire form. The new employee with the aid of the Human Resource Assistant completes the:

Notification of New Hire or Change of Status Payroll/Personnel form:

- Name and SS#
- New Hire Status, Permanent vs. Temporary
- Address, DOB, Gender, Ethnicity and Emergency Contact information
- Physical location in WPS (school), hours and salary information
- Deduction information
- Comments section

Additional forms included in the packet to be completed include:

- Federal Income Tax Withholding (W-4)
- State Income Tax Withholding (M-4)
- Retirement System Application (if applicable)
- Health Insurance Enrollment Forms
- Waiver of Group Insurance
- I-9 Form

Once the forms are completed and all materials are attached, the New Hire Packet is sent to the Human Resource Director to be reviewed and signed off on. The completed packet is forwarded to School Payroll for further processing. School Payroll assigns the new employee number and unit. The employee information is entered by authorized Payroll personnel into the Payroll modular in MUNIS.

The packet is split:

- All forms related to deductions are sent to the HR department at Town Hall
- The yellow notification form, and I-9 form are given back to School based HR staff for filing in the employee's personnel file.

For Change of Status:

When an employee changes status due to a return from a leave of absence, change in job class, change in hours and/or deductions/benefits, a yellow form is filled out by the Human Resources Assistant.

The form is given to School Payroll and a copy is sent to Human Resources at the Town Hall. Depending upon the change either School Payroll or Town Hall makes the adjustment in MUNIS.

A copy of the form is put in the employee's personnel file.

For additional information, please contact:

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Weston School Committee Policy:	Professional Staff Hiring, GCF		