

**NEW Employee Information for Locally-Funded Employees  
Pennsylvania Conference of Seventh-day Adventists**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_  
Name of funding church or school \_\_\_\_\_

**Job Information:**

**Job Title** \_\_\_\_\_ **Work location** \_\_\_\_\_

**Pay Rate:** (pick one)  Salary Monthly Rate: \_\_\_\_\_/month  
(Note: In order to be salaried, pay rate can be no lower than \$1972/month)  
 Hourly Hourly Rate: \_\_\_\_\_/hour  
(Note: Community wage rates should be used)  
 Substitute Teacher Daily Rate: \_\_\_\_\_/day --or--  
Hourly Rate: \_\_\_\_\_/hour

**Start Date:** \_\_\_\_\_

**Benefit** \_\_\_\_\_ % full-time or \_\_\_\_\_ expected hours/week

**-or- check here**  **for Temporary position only**

**Eligibility:**

If 100% full-time or at least 38 hr/wk, full-time benefits apply and are charged to the local entity:

- Healthcare Enrollment
- Basic Life Insurance
- Employer Contribution to Retirement
- Long-term Disability
- Other optional insurances

Will employee work at any time when children are present? (Y/N) \_\_\_\_\_

Is this a school employee? (Y/N) \_\_\_\_\_

**Authorizing Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Pastor/Principal/Church or School Treasurer

**Mail/fax/email to:** Pennsylvania Conference, Human Resources  
720 Museum Rd.  
Reading, PA 19611  
Fax: 610-374-9331  
Imiranda@paconference.org

**Office Use:** \_\_\_\_\_  
Date Received

**Distribution:**  Payroll  
 Other \_\_\_\_\_

Revision Date: 8/17/2015