

## New Hire / Change of Status Form

Full Name		Effective Date*		
Phone		New Hire	Promotion	Change of Pay
Email Address		Suspension	Termination	Second Location/Job
Hiring Manager		Transfer	LOA	Change of Availability
Employment Status	Full-Time	Part-Time	Position	
Location*			Pay*	

\* Effective Date: New hires: first day (onboarding); Pay changes: date of new pay start; Termination: last day worked

\*\*Starting Pay - Training pay is \$7.50/hr for Bartenders. All others receive full pay during training and staff meetings

For Any Changes, Except Termination

Team Member Name: \_\_\_\_\_

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For any Pay Rate Changes:

COO Name: \_\_\_\_\_

COO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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