

Buffalo Services, Inc.

Employee Status Change

Location _____

Date of Hire _____

Current Position _____

Full Time _____ Part Time _____

Name _____

Address _____

Phone _____

Social Security # _____

Date of Birth _____

New Hire
Rate of Pay _____

Rehire
Rate of Pay _____

Promotion /Demotion _____
Position _____
Rate of Pay Change _____

Transfer _____
Position _____
Rate of Pay Change _____

Termination _____
Date of Termination _____

Last Day Worked _____

Reason for Termination _____

Final # of Hours Worked _____

\$ _____ Owed to BSI at time of termination

Items/Property of BSI returned at time of termination:

Send final Compensation (if any) to:

Eligible for Rehire Yes No

New Hire Packet Checklist:

- Employee Status Change
- Voluntary Self Identification Form
- B-Kwik Shirt Purchase Agreement
- I9 Form
- W4
- State Tax Withholdings
- Driver's License (Copy)
- Social Security Card (copy)
- Direct Deposit Enrollment
- State New Hire Report
- Food Log Policy
- Internet Usage Agreement
- Handbook Acknowledgement
- Drug Free Work Place Policy
- Standards of Conduct
- B-Kwik Orientation Checklist (Cashier Training)
- Key Control Management
- Application for Employment
- Interview questions and applicant evaluation

Manager's Signature: _____ HR signature: _____

Date Sent to Corporate: _____ Date Corporate Processed: _____