**HINSDALE SCHOOL DISTRICT EMPLOYEE NEW HIRE**

**EXISTING EMPLOYEE CHANGE FORM**

**NAME:**

**LOCATION:**

**POSITION:**

**NEW POSITION YES \_\_\_NO REPLACING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RATE OF PAY: HOURLY PER DIEM**

**NUMBER OF HOURS PER DAY\_\_\_\_\_\_\_ DAYS PER YEAR\_\_\_\_\_\_**

**ACCOUNT EXPENSED TO:**

**DATE OF HIRE:**

**CHANGE OF EMPLOYMENT STATUS**

**CURRENT POSITION:**

**NEW POSITION:**

**RATE ON NEW POSITION: \_HOURLY PER DIEM**

**HOURS PER DAY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE SUPERVISOR OR PRINCIPAL: DATE \_\_**

**DATE:**

PLEASE RETURN TO THE SAU 92 OFFICE AS SOON AS POSSIBLE

THE I-9, W-4, AND THE CRIMINAL CHECK MUST BE DONE BEFORE AN EMPLOYEE CAN WORK