

Diocese of Beaumont
IOI Employee (Add/Change) Request Form

OFFICE USE ONLY Completed by: _____ Date: _____

Division Name: _____ Division #: _____

Add Change Other/Notes _____

Demographics

Name:	
Address:	
Address:	
City, State, Zip:	

Department #(s):	
SSN:	- -
New Hire Date:	/ /
Change Effective Date:	/ /
Birth Date:	/ /

Dept % Split:	
Phone #:	()
Cell Ph#:	()
Email:	
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced

Position Information

Canonical Role: Lay Dio Priest Religious Deacon

Employee Job Title (See List): _____

Eligibility Information

Benefit Eligible Not Benefit Eligible Exempt Nonexempt Pension Eligible: yes no GL #: _____

Health Ins Deduct (check all applicable): Employee Spouse Child(ren) Deduction Per Month

1	
2	

 401k Contribution: _____ %

Payroll Setup Information

Pay Cycle:	Bi-weekly		Pay Type:	Salary		Employee Status:	Full-time	Seasonal	Weekly Standard Hours:		# Pay Dates per year:	
	Monthly			Hourly			Part-time	Relief				

Salary Rate: _____ Hourly Rate: _____ 2nd Pay Rate: _____ Annual Salary: _____

EEOC/Tax Information

Gender:	Male		Federal Status:	Single		# Fed Exmpt:	
	Female			Married			Extra Fed W/H:

Emergency Contact Information

Contact 1: _____ Relation: _____ Contact Ph #: () _____

Direct Deposit Information

Account Type:	Checking		Routing#	1		Account #1		% or \$ Distribution	
	Savings			2			2		
	Pay Card			3			3		

Prepared by: _____ (Payroll Administrator) Date: _____

Authorized Signature: _____ (Pastor, Principal, EV, VG) Date: _____

Job Titles		
ACCTNT	Accountant/MPA	Accountant/MPA
ASSTDIR	Assoc/Asst Dir	Associate/Assistant Director
ATTNY	Attorney	Attorney
CASEWKR	Caseworker	Case worker/manager
CEMETERY	Cemetery	Cemetery
CHAPLAIN	Chaplain	Chaplain
CHLDCARE	Child care wrkr	Child care worker
CLERGY	Clergy	Clergy
CLERICAL	Clerk/Bkkpr/Sec	Clerical/Bookkeeper/Secretary
COACH	Coach	Coach
COOK	Cook/Cafeteria	Cook
COUNSELR	Counselor	Counselor
DEACON	Deacon	Deacon
DEPT HD	Dept Hd/Dirctr	Department Head/Director
DEV/COMM	Developmt/Comm	Development/Communications
HOUSEKPR	Housekeeper	Housekeeper
LITURGST	Liturgist	Liturgist
MAINTENC	Maintenance	Maintenance
MANAGER	Manager	Manager
MUSICIAN	Musician	Musician
NURSE	Nurse	Nurse
PCL	ParishCatechLdr	Parish Catechetical Leader
PRINCIPL	Principal/Asst	Principal/Assistant Principal
SEMINRN	Seminarian	Seminarian
SUB TCHR	Substitute Tchr	Substitute Teacher
SUM CAMP	Summer Camp	Summer camp employee
TCHRAIDE	Teacher Aide	Teacher Aide
TEACHER	Teacher	Teacher
YTH MIN	Youth Minister	Youth Minister