

DIOCESE OF SCRANTON
HOLY CROSS - HOLY REDEEMER - NOTRE DAME - SAINT JOHN NEUMANN
SCHOOL SYSTEMS

SCHOOL ID#: _____ SCHOOL NAME: _____
SCHOOL LOCATION: _____
EMPLOYEE NAME: _____
ADDRESS LINE 1: _____
ADDRESS LINE 2: _____
CITY, STATE, ZIP: _____
PHONE NUMBER: _____ CELL NUMBER: _____
DATE OF BIRTH: _____ SOCIAL SECURITY #: _____
DATE OF HIRE: _____
ANNUAL SALARY: _____ HOURLY RATE: _____
POSITION: _____
FULL TIME: _____ PART TIME: _____ HOURS PER WEEK: _____

EMAIL ADDRESS TO BE USED FOR PAY ENTRY: _____
EMPLOYEE SIGNATURE: _____

HUMAN RESOURCE ONLY:
RECEIVED: _____ APPROVED: _____
ENTERED: _____ DATE: _____