**NEW FORMS FOR THE EMPLOYMENT PROCESS**

Effective August 1, 2016

The New Jersey Conference is trying to improve the employment process in order to comply with governmental and organizational policies. We have tried to do this process as simple as possible for you, the user. However, if you have any suggestions for improvement you are encouraged to contact our office.

All forms available at newjerseyconference.org and are fillable.

**New position/Budget**

**Step 1A –** Principal/Pastor/Departmental Director completes the form **New Position (Budget) Request.**

**Step 1B –** If you have a candidate for the position, ask him/her to complete the **Employment Application** and summit it at the same time you submit the **New Position (Budget) Request**.

**Step 2 –** Request is taken to ADCOM for approval and you are notified.

**Step 3 –** Prospective employee comes to the conference office to complete employment documents. S/he can start working the same day s/he completes employment documents but not before. The candidate may be paid for the day s/he comes to the office to fill out the employment documents.

**Replacing an existing employee**

**Step 1A –** Principal/Pastor/Departmental Director completes the form **Employee Replacement Request**.

**Step 1B -** If you have a candidate for the position, ask him/her to complete the **Employment Application** and summit it at the same time you submit the **Employee Replacement Request**.

**Step 2 –** Request is taken to ADCOM for approval and you are notified.

**Step 3 –** Prospective employee comes to the conference office to complete employment documents. S/he can start working the same day s/he completes employment documents but not before. The candidate may be paid for the day s/he comes to the office to fill out the employment documents.

**Changes in existing employee pay and employment status**

**Step 1A –** Principal/Pastor/Departmental Director completes the form **Payroll Changes Request Form.**

**Step 2 –** Request is taken to ADCOM for approval and you are notified.

**\*\*\*Note that all changes are effective only after ADCOM approval\*\*\***

**Different scenarios and the form/s that must be used**

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| **Scenario** | **Must use this form** |
| Need to add new position in my school/church/department | **New Position (Budget) Request****Employment Application** (if you have a candidate) |
|  |  |
| I need to replace an employee that is:* Retiring
* Voluntarily leaving the position
* Transferring to another position within the conference
* Leaving the conference
* Being terminated
 | **Employee Replacement Request****Employment Application** (if you have a candidate) |
|  |  |
| I believe my employee deserve an increase/decrease in pay  | **Payroll Changes Request** |
|  |  |
| My temporary employee is becoming a part-time/full-time employee | **Payroll Changes Request** |
|  |  |
| My full-time employee is becoming a part-time employee | **Payroll Changes Request** |
|  |  |
| An employee’s pay is going to be split among one or more departments or vice versa | **Payroll Changes Request** |
|  |  |
| Other changes having to do with payroll | **Payroll Changes Request** |