

PERSONNEL ACTION

- New Hire
- Raise
- Re-Hire
- Other
- Transfer: _____

Project Stamp:

Effective Date: _____ **Employee:** _____

Check one: Manager Assistant Manager Leasing Agent Activity Director
 Head Maintenance Assistant Maintenance Courtesy Monitor

Rate of Pay	Type of Employment	Scheduled HRS/Wk
	<input type="checkbox"/> Monthly Salary - Exempt (<input type="checkbox"/> rent free; supervise 2 or more; P.T.O.; INS;)	
	<input type="checkbox"/> Monthly Salary - Non-Exempt (<input type="checkbox"/> rent free; P.T.O.; INS; 1/2 OT)	
	<input type="checkbox"/> Hourly - Regular (more than 30 hr/wk; P.T.O.; INS; 1 1/2 OT)	
	<input type="checkbox"/> Hourly - Part Time (less than 30 hr/wk; no P.T.O.; no INS; 1 1/2 OT)	
	<input type="checkbox"/> Hourly - Seasonal (no P.T.O.; no INS; 1 1/2 OT)	

Payroll Deduction Authorization:

I, _____ (*employee's signature*), hereby authorize my employer, Monarch Properties, Inc. to deduct and appropriately apply the following amounts from each payroll check issued to me until further notice. The amount and description is as follows:

Semi-Monthly Amount/Description
\$ _____ Apartment Rent
\$ _____ Group Insurance
\$ _____ Other: _____
\$ _____ Other: _____

Waiver Group Insurance:

I, _____ (*employee's signature*), have been offered the opportunity to enroll in the Monarch Group Insurance Plan. I respectfully decline this offer of coverage.

FOR OFFICE USE ONLY

Employee Number:	
Vacation Code:	
Workman Comp. Code:	
Job Class:	

Manager's Signature: _____

Supervisor's Signature: _____

Distribution: Original - Monarch Properties Copy - Property Office