

## U.S. INTERNATIONAL CHRISTIAN ACADEMY

is an independent, international autonomous global high school institution <a href="www.USICAhs.org">www.USICAhs.org</a> admin@USICAhs.org











U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge.

Therefore, true learning begins by knowing God".

## **EMPLOYEE DATA FORM**

FROM:			Da	ATE:			
SCHOOL/DEPARTM	MENT:						
Please check appropr	iate box/boxes:						
☐ New appointment	☐ Transfer	Separation (Voluntary)	Leave of absence	☐ Name change			
Reinstatement	☐ Promotion	☐ Separation (Involuntary)	☐ Change of salary	Address change	☐ Change of funding		
FOR ALL ACTIONS:							
Full Name:			EMPL ID (SSN	if new employee):			
Address:			Cell/Home Tele	phone No:			
Address:			Date of Initial H	lire:			
Permanent address (i)	f different from c	above)					
Date of birth (new en	nployees only)		E-mail Address	(if new employee):			
,	1 0						
POSITION TITLE:					_		
POSITION NUMBE	R:	FUND	ORG	ACC	COUNT		

PLEASE CHECK ALL THAT APPLY:									
☐ Full-time ☐ Part-time ☐ Regular ☐ Temporary ☐ Work hours (per week):/									
Effective date of action: Salary/Wage:									
Is Employee a Stu Is student eligible	dent of the U.S International Cl for Scholarship?	hristian Academy?	o Yes,	Full-time  Part-time					
FOR TRANSFERS/PROMOTIONS:									
From: Job Title:	Position Number:								
Fund:	Org	Account							
To: Job Title:	Position Number:								
Fund:	Org	Account							
FOR SEPARATIONS:									
Last day worked: Termination Date: To be paid through:									
Severance Pay?									
Recommended:									
	President/Principal/Department Head		Date	EEO Review Completed:					
Approved:									
	V.P./ Human Resources Of	ficer	Date	EEO Officer					
Approved:				Date					
FF	Principal		Date						

Submit to the Office at least 14 days before the effective date of the action unless action is immediate and unplanned.

USICA Revised on 01/06/2020 WWW.USICAHS.ORG