

CHILD & FAMILY DEVELOPMENT PROGRAMS

Employee Action Checklist

Please use this checklist and attach it to all employee action notices (1-52). Send this, along with all **originals** of the supporting documents, to the Rainier Admin office. Keep copies of needed information in your center files.

Keep in mind that **ALL** employee actions and documentation need to come to the Rainier Admin office. We will then forward to the CAT office. Employee actions that are missing signatures, supporting documentation, sent to the CAT office, or are not the original, will be returned to you for correction and will result in a delay in processing.

NEW HIRE

- Refer to and complete Form 1-51

CHANGE IN SALARY

- Employee Action (1-52)
- Form 1-17

CHANGE IN POSITION

- Employee Action (1-52)
- Letter of Intent from employee

CHANGE IN LOCATION

- Employee Action (1-52)
- Letter of Intent from employee

CHANGE IN EMPLOYMENT STATUS

- Employee Action (1-52)
- Letter of Intent or Resignation
- Recommendation for Employment (1-55)

CHANGE OF NAME AND/OR ADDRESS

- Personal Information Form (1-25)
- W-4