

The Universal Employee Action Form (EAF) is used to report personnel-related changes for an individual employee to Human Resources. The EAF should be used each time there is an action that should be recorded in the individual's Human Resources file or that requires payroll action. The EAF is to be completed by a Manager and returned to Human Resources promptly.

Submit this completed form to: BenefitsHelpdesk@MerionResidential.com

EMPLOYEE INFORMATION - REQUIRED

Last Name, First Name, Middle Initial (Required):

Work Location (e.g. name of property or department):

Position Title:

Supervisor:

TRANSFERS/CHANGES

Please complete all fields that apply.

Effective Date:

Previous Position:

New Position:

Current Rate of Pay:

New Rate of Pay:

New Status: ☐ Full-time hourly ☐ Full-time salaried ☐ Part-time hourly ☐ Part-time salaried

Previous Work Location:

New Work Location:

Reason for Transfer/Change (select one): ☐ Promotion ☐ Merit ☐ Transfer ☐ Other:

PERSONNEL RECORD CHANGES

Previous Legal Name:

*New Legal Name:

Other (explain):

*The employee must provide documentation of their new legal name to Human Resources. Documents that establish proof include a social security card, marriage license, divorce decree, court order, etc.

Tax Changes: Employee should submit related changes directly on the payroll website for updating: <https://www.paycomonline.net/v4/ee/web.php/app/login>

OTHER HR ACTION

Effective Date:

Describe the change you are requesting below:

Change requests that will have a financial impact such as a wage adjustment will require the approval of executive leadership. Submit completed form to Human Resources at BenefitsHelpdesk@MerionResidential.com. The data provided on this form will be shared with the Accounting and/or Information Technology Departments, as required, in order to complete the requested action(s). Always allow at least three (3) business days for processing.

Manager's Signature:

Date:



PRINT FORM



SAVE FORM