

Becoming a Shared Employee

Current Agent/DM Information

1. Agent/DM name:
2. Average hours per week worked for current Agent/DM:

Employee Questionnaire (please print)

1. Employee Name:
2. Employee's Work Email Address:
3. Are your W-4 withholdings staying the same with new Agent/DM? Yes No If no, please complete another W-4 form.
4. If you currently participate in direct deposit, is/are your account(s) staying the same? Yes No If no, please complete another direct deposit form.
5. Our employees are categorized based on the average number of hours they work each week. The categories are as follows:
 - a. Regular Full Time – employee works an average of 30 to 40 hours per week
 - b. Regular Part Time – employee works an average of 20 to 29 hours per week
 - c. Occasional or less than 20 hours per week – employee does not work on a regular basis or works less than 20 hours per week regularly

As a result of this new employment, will you be moving between any of these categories?
 Yes No If yes, contact the Benefits Administrator at The Employer Group for benefit information.

*****Please note that if your total hours exceed 40 hours in a work week, you will be paid (and the appropriate Agent/DM will be charged) time and ½ for all hours over 40.***

Employee Signature _____ Date _____

New Agent/DM Questionnaire

1. Agent/DM name:
2. Employee's hire date with you:
3. Employee's job title:
4. Employee's pay rate:
5. Employee's average hours/week worked for you:
6. If your employee only worked a short time for you, what is his or her termination date?

*****Please note that if you employee's total hours exceed 40 hours in a work week, you will be paid (and the appropriate Agent/DM will be charged) time and ½ for all hours over 40.***

Agent/DM Signature _____ Date _____