

**DIOCESE OF ALLENTOWN**

**LAY EMPLOYEE DATABASE CHANGE FORM**

**Employee Name:** \_\_\_\_\_ **Form Completed by:** \_\_\_\_\_  
**Original Hire Date:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_  
**Current Location:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

**Change in Employee Status:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
 Full-Time \_\_\_\_\_ / No. of hours worked \_\_\_\_\_ Part-Time \_\_\_\_\_ / No. of hours worked \_\_\_\_\_  
 Termination \_\_\_\_ Resigned \_\_\_\_ Position Eliminated \_\_\_\_ Relocated \_\_\_\_ Retired \_\_\_\_ Death \_\_\_\_  
**If employee is being changed to full-time status:**  
 1) Group Life Insurance Beneficiary Form Completed (until eligible for pension plan)  
 2) Make sure a Life Event is entered in iSolved so that the employee can choose benefits  
**If employee is being changed to part-time status:**  
 1) Remove pension deduction if working under 20 hours per week  
 2) Make sure Life Event is entered in iSolved and appropriate benefits are terminated  
**If employee is terminated:**  
 1) Please update their email address in iSolved to their personal email address.

**Transferring to another Diocesan Location:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
 Name and address of new location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Change in Personal Status:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
**If this section is used the section directly below must also be filled in**  
 Married \_\_\_\_ Separated \_\_\_\_ Divorced \_\_\_\_ Death of Spouse \_\_\_\_ Deceased: \_\_\_\_  
 Name Change: \_\_\_\_\_

**Change of Personal Information:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_

**Updating Emergency Contact:**  
 Name: \_\_\_\_\_ Home Number:(\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Number: (\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_ Cell Number: (\_\_\_\_) \_\_\_\_\_

**PLEASE RETURN TO HUMAN RESOURCES**

**FAX: 610-439-7693**

Please email **one** copy of this form to **all** the emails listed below:

[amullen@allentowndiocese.org](mailto:amullen@allentowndiocese.org)

[elanzieri@allentowndiocese.org](mailto:elanzieri@allentowndiocese.org)

[asalivonchik@allentowndiocese.org](mailto:asalivonchik@allentowndiocese.org)

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