

## Local Staff Employee Agreement Form

The Michigan Conference of Seventh-day Adventist offers, free of charge, a payroll service for the conference churches, schools, Community Service Centers, and day care facilities that hire people to do a variety of jobs for them. The conference will be responsible for processing the payroll, withholding the necessary taxes, and filing all of the appropriate state and federal tax reports. The local entity will be billed for wages paid to the employee, plus the employer's share of the FICA taxes and worker's compensation insurance.

For this to work efficiently, we will secure the following information: I-9, both a federal and MI-W4, approved ID verified by the employer, and this form filled out and signed by an authorized individual (i.e. pastor, treasurer).

This employee agreement form will need to be returned to Human Resources and can be emailed to [lim@misda.org](mailto:lim@misda.org) or faxed to (517) 316-1526.

Please pay \_\_\_\_\_ who will be working for the  
(employee's name)

\_\_\_\_\_ Church/School as a  Full Time  Part Time  
(your entity) (please choose one)

\_\_\_\_\_  
(employee's position)

Gender: Male  Female

Employee's Phone Number: \_\_\_\_\_

Ethnicity (used only for the purpose of EEO Reporting) White  Black/Afr. Am.  Asian   
Hispanic  Native Hawaiian/Pacific Islander  Am. Indian/Alaskan Native  2+ races

Job Description (use additional sheet if necessary) \_\_\_\_\_

Number of hours per week employee is expected to work: \_\_\_\_\_

Pay him/her the amount of \_\_\_\_\_  per Month  per Hour  
(please choose one)

Starting Date or Day of Hire \_\_\_\_\_

The bill should be sent to \_\_\_\_\_

Phone number \_\_\_\_\_

Is the employee a member of the Seventh-day Adventist Church?  YES  NO

Has the employee completed Adventist Screening Verification?  YES  NO

It is the responsibility of the local church/school to inform the conference in writing when the above employee no longer works for them. If the conference is not informed, and the employee is paid after employment has ceased, it will be the responsibility of the church/school to collect the overpayment and to reimburse the conference for the same.

\_\_\_\_\_  
Authorized Signature (Pastor, Treasurer)

\_\_\_\_\_  
Date

(Rev 02/06/2023)