	POLICY NUMBER HR-006
POLICY TITLE: Employee Change of Status Procedure	
APPROVED: xx/xx/2021	DATE OF REVISION: xx/xx/2022
AUTOR: Oleksandr Kalinin, APPROVER: T.Popovych, O.Popovych, T.Giorgadze	Pages - 6

Employee Change of Status and Personal Information Update Policy and Procedure

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Objective

The purpose of this policy is to set forth Vista Trans Holding's (Company) policy and procedures for handling employee records and ensure timely and accurate payroll processing.

Purpose and Scope:

Employee Change of Status Form (hereafter “ECS”) and Personal Information Update (PIU) forms serve as the primary way for the Company to change current employee information and update personal information, also used to review payroll system changes for accuracy. This procedure provides guidance on how to use ECS and PIU to change employee information.

Responsibility for implementing procedure:

Employees

Employees must provide the information and documentation required for processing PIU form changes, as noted in this procedure and on the PIU form instructions.

Supervisor


Immediate Supervisor must provide the information and documentation required for processing ECS form changes, and as noted in this procedure and on the ECS form instructions in case of any change with regards to the current Employee Status.

Department Payroll Administrators or other Position responsible for that

Designated department personnel are responsible for entering and/or updating all changes that affect the information contained on an employee record timely and accurately. Additionally, department administrators are responsible for reviewing all PIU forms to ensure that new changes are entered into the Helix system in a timely and accurate manner. Some actions generate PIU without immediate supervisor’s involvement. One example is an address change submitted directly to HR by the employee.

Payroll Department Staff

Payroll staff will provide the instruction and support that Department Payroll Administrators require to properly process Employee Records.

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Procedure:


Employee

Employee is responsible for notifying the HR Department of any changes in personal status that change benefits enrollment or contact information on a timely basis.

Relevant changes in status include:

- Legal Change of Name
- Update of Prefix and/or Suffix
- Correction of Name (applies to reversal or clerical error)
- Correction Date of Birth
- Place of Birth
- Update of Nationality
- Correction/Update of SSN or ITIN
- Bank Account Number
- Gender
- Marital Status
- Spouse Full Name
- Spouse Birthdate
- Number of Children
- Private Address
- Private e-mail
- Emergency Contact
- Emergency Phone
- Country of Birth
- Certificate Level
- Field of Study
- School

Employees need to use the [Personal Information Update](#) form along with any associated documentation, to update their employee records.

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W9 Form

Please be aware that you must use [the W9 form](#) to report a Name or your Company Name (in case of 1099), FEIN or SSN, your Address changes. In that case you need [to fill and sign the W9 form](#) and attach a scan of the first page reflecting the changes and signed by you. The scan should be attached to [the Personal Information Update Form](#).

Employees may update their benefit information within 30 days after the change (listed above), at any time during the year by submitting a completed PIU form along with appropriate documentation.

A copy of the forms will be kept on record in the HR office, but the employee is responsible for keeping a copy of any changes and verifying that the change has been executed as requested, such as through paycheck advice and mailings.


Supervisor

The Supervisor is responsible for notifying the HR Department of any changes in Employee's status he/she plans to perform that change benefits enrollment or contact information on a timely basis.

Relevant changes in status include:

- Transfer
- Promotion
- Adjustment
- Termination
- Benefit Change
- Payroll Deduction
- Classification/Status
- Address Change (should be accompanied with W9 form signed by employee)
- Phone Change
- Personal e-mail change

The Supervisor needs to use the [Employee Change of Status](#) form along with any associated documentation, to update their employee records. Employees may update their personal benefit related information within 30 days after the change (listed above), at any time during the year by

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submitting a completed [Personal Information Update](#) form along with appropriate documentation.

A copy of the forms will be kept on record in the HR office, but the employee is responsible for keeping a copy of any changes and verifying that the change has been executed as requested, such as through paycheck advices and mailings.

Authorization

ECS's submitted with changes or updates that affect an individual's pay must be discussed with his/her immediate supervisor and approved by at least one other individual designated to authorize the ECS forms. The HR has responsibility for establishing the signature hierarchy in the Company. When all departmental approvals are obtained, the form, and all required documentation must be forwarded via the form submission to the processing team.


Timing and Schedules

All ECS changes must adhere to the published schedule of deadlines to ensure timely and accurate payment to the employee. The timing of ECS form submission for terminations and reductions in pay is critical to avoid overpayments. Departments must notify the HR department if an ECS that indicates either a decrease in pay, or no pay, is submitted after the published deadline.

Late Employee Change of Status that affects an employee's taxation status will not be processed retroactively. HR Department Administrators must monitor future dated changes to ensure that another change is not submitted before the effective date of the pending change.

Documentation

ECS's submitted for rehires must follow the hiring procedure for required documentation (See Hiring Procedure for details). No rehire action may be recorded in the HR/Payroll system unless all required documentation has been received. A copy of a Social Security Card must be attached to an ECS or PIU form that is submitted for a name change.

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Records

The department authorized copy must be maintained in a secure central location within the HR department as long as the employee is active and for a period of 3 years following employee termination. Forms must be made available for audit purposes during this time period. The ECS form and PIU form, and attachments are stored by the HR Department in the employee's file.