

# General Synod, Associate Reformed Presbyterian Church

## New Hire & Change Collection Form



\*This form is to be completed by all ARPC churches and organizations with a new hire, part time and full time. Full time employees = works 30 or more hours per week. Provide all requested documentation within 7 days of hire date to ensure timely enrollment in insurance benefits and return to **Care@forumbenefits.com**.

\*Forum will contact the employee and provide login access to the MyForum online benefit enrollment portal. All full-time employees are required to log into MyForum to activate their coverage.

\*If you have any questions, please contact Forum at 864-233-1101 or **Care@forumbenefits.com**.

A. EMPLOYER INFORMATION				
<input type="checkbox"/> <b>New Hire</b> <input type="checkbox"/> <b>Change:</b> _____ <input type="checkbox"/> <b>Term Date:</b> _____				
<b>Date of Hire</b>	<b>Church / Location / Code</b>	<b>Employment Status</b> <input type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Part-Time		
<b>Job Title</b>	<b>Pay Status</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary	<b>Annual Earnings</b>	<b>Authorized to work &amp; reside in US: YES</b>	

B. EMPLOYEE INFORMATION					
<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Date of Birth</b>	<b>Social Sec. #</b>	
<b>Street Address</b>		<b>Apt. #</b>	<b>City</b>		<b>State</b>
<b>Gender</b>	<b>Marital Status</b>	<b>Email</b>		<b>Phone Number</b>	

C. BENEFIT INFORMATION ~ Full Time Employees Only
<p>Please inform the Full-Time new hire that he/she will be receiving an email with login instructions on how to electronically sign up for benefits through our online portal, MyForum. This will include enrollment for Medical, Dental, Vision, Group Life, Dependent Life and Long Term Disability. It is very important that the new hire complete benefits timely in order to be enrolled by their effective date.</p> <p>Please also advise the new hire that dependent (spouse &amp; child) information is <u>REQUIRED</u> to be entered on the online portal if they wish to receive the company paid Dependent Life policy. When the new hire is signing up for benefits online through MyForum, they will need to have all dependent demographic information readily available. This includes name, DOB, gender and SSN for all dependents.</p> <p>For any questions about online enrollment, the new hire can contact Forum by calling (864) 233-1101 or emailing <a href="mailto:care@forumbenefits.com">care@forumbenefits.com</a>.</p>

<b>Submitter Name :</b> _____	<b>Submitter Title :</b> _____
<b>Submitter Signature:</b> _____	<b>Date:</b> _____