

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, principal).

This employee agreement form will need to be returned to Human Resources and can be emailed to Cgreen@misda.org AND Jwehrmeyer@misda.org. New hires cannot begin working until HR contacts you.

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: _____

Employee's Email Address: _____

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)

Expected Starting Date _____

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, Principal)
(Pastors sign for churches, principals sign for schools.)

Date

(Rev 06/17/2026)