



**D&B TILE DISTRIBUTORS – TILE MART DISTRIBUTORS
 HOLLYWOOD - PALMETTO BAY – DORAL - SUNRISE
 PT ST LUCIE- PALM BEACH- POMPANO
 DELRAY BEACH - HIALEAH**

EMPLOYEE CHANGE OF RECORD

Location/Branch _____

NAME:			
ADDRESS:			
CITY/TOWN:		STATE:	ZIP CODE:
S / S:		D.O.B.: / /	
PHONE #:		POSITION:	
START DATE: / /		END DATE: / /	
<i>Place an X on one below</i>			
QUIT	<input type="checkbox"/>	DISCHARGED	<input type="checkbox"/>
RESIGNED	<input type="checkbox"/>	TEMP /LEAVE	<input type="checkbox"/>
NEW POSITION	<input type="checkbox"/>	RETIRED	<input type="checkbox"/>
NEW EMPLOYEE	<input type="checkbox"/>	SICK LEAVE	<input type="checkbox"/>
OTHER	<input type="checkbox"/>		<input type="checkbox"/>
COMPENSATION			
RATE OF PAY	PER /HR	<input type="checkbox"/>	: PER /WK <input type="checkbox"/>
COMMISSION RATE			
MILEAGE YES <input type="checkbox"/> NO <input type="checkbox"/>	GAS EXPENSE YES <input type="checkbox"/> NO <input type="checkbox"/>	CELL YES <input type="checkbox"/> NO <input type="checkbox"/>	\$
<i>Place an X on one below</i>			
FULL TIME <input type="checkbox"/>	PART TIME <input type="checkbox"/>	TEMP <input type="checkbox"/>	
ADDITIONAL COMMENTS:			
EMPLOYEE:		DATE:	
SUPERVISOR:		DATE:	
Who's Who Reminder: Picture and Bio			

Supervisor must fill out section below and page two for IT

Name (if different from legal name/nick name): _____

If termination forward e-mail to: _____





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IT DEPARTMENT CHANGE OF RECORD

EMPLOYEE NAME: _____ **DATE:** _____

PLEASE CIRCLE THE EMPLOYEE’S ROLE

(THIS WILL DETERMINE WHAT ACCESS THE USER WILL HAVE IN THE NETWORK AND P21)

THIS WILL DETERMINE WHAT ACCESS THE USER WILL HAVE IN THE NETWORK AND P21
A new employee should always be placed in a Basic Role for training.
Once a new employee understands the procedures their Manager can request a change to an Advanced Role.

Basic Counter - Advanced Counter - Basic Inventory - Advanced Inventory

Outside Sales - Basic Sales - Advanced Sales

Salesrep ID: Yes _____ No _____ Cash Account: Yes _____ No _____

Purchasing (Buyer ID): Yes _____ No _____ P.O. Approval Threshold: \$ _____

View Cost in Order: Yes _____ No _____ Create Items on the Fly: Yes _____ No _____

Commission Rule: Low _____ High _____

E-Mail Account: Yes _____ No _____ BizHub: Yes _____ No _____

E-Mail Address: _____

Optional Information:

IT DEPARTMENT USE ONLY:

REQUESTED: _____ COMPLETED: _____
