

MARATHON PETROLEUM
PERSONNEL - NEW HIRES / RECLASSIFICATION FORM / SCHEDULE CHANGE
** This form to be used at all Refinery locations and is owned by the Track Governance Team*

REQUESTOR: _____

Name of Company: _____

Subcontractor YES NO IF YES, CONTACT PURCHASING FOR REVIEW OF SAFETY PROGRAMS
 WHO IN PURCHASING WAS CONTACTED _____

Date Submitted: _____

| REQUIRED INFORMATION | | | | | IF KNOWN | | New Employee Set Up or Change | | | | REQUIRED INFORMATION | | | | | |
|----------------------|-----------|------------|-------------|---|----------------------------|-----|-------------------------------|----------------|-----------------------|-----------------------|---------------------------------|-----------------|----------------|-------------|----------------------|---------------------------------------|
| EFFECTIVE DATE | LAST NAME | FIRST NAME | MIDDLE NAME | REASON FOR UPDATE <small>**See Codes Below</small> | DISA REQUIRED? (Y or N) | PIN | New or Current Employee | | Classification Change | | LENEL ID (Security Use Only) | TRACK AGREEMENT | TRACK SCHEDULE | PAY FORMULA | OFF-SITE (Y or N) | PER DIEM (S-Supervision & C-Craft) |
| | | | | | | | SKILL NAME | NEW SKILL NAME | START DATE | END DATE (If Temp) | | | | | | |
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Number of Vehicle Passes Needed: _____

| ** REASON FOR UPDATE - CODES: | | |
|--------------------------------------|---|-----------------------------------|
| N = New Hires | SC = Schedule Change | D = Deactivate |
| RA = Reactivate | Temp = Temp Skill Change (one week or less) | ALKY = Alky Training |
| PSC = Permanent Skill Change | VF = Vacation Fill-In | LC = Layoff |
| TRAIN = Refresher Training | R = Runner | LO = Layoff - No Hire / No Rehire |

* All requests for edits must be submitted to the Track Governance Team