

**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: A. Timekeeper

Name of Company: ABC Company

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

Date Submitted: 4/1/2019 Current Date

Can leave blank

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	START DATE	END DATE (If Temp)	LENEL ID (Security Use Only)	TRACK AGREEMENT	TRACK SCHEDULE	PAY FORMULA	OFF-SITE (Y or N)	PER DIEM (S-Supervision & C-Craft)
Effective date of change			Can just put middle initial		Can leave blank	Can leave blank	Pull from Labor Rates by Contract Report in Track	Pull from Labor Rates by Contract Report in Track		Only put a date if is temp.	Leave Blank	Input if you know it & especially important if you have multiple agreements	Type schedule here (0600-1630 M-Su LD)	Can leave blank because at GBR we assign Pay Formulas at the Org level		If they are getting per diem you will still have to fill out all required paperwork and it get approved
								Only fill this out if you this is a skill change (PSC)								
4/1/2019	Contractor	Sam	E	N			Weilder A		4/1/19			MSBR-1000001	0600-1630		N	C

You don't have to fill this out for Track **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- Still need email approval for this	LO = Layoff - No Hire / No Rehire

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

Does not apply here at GBR.
If a change is 1 week or less then override it.

We still are requiring a signature to be obtained for the following reasons:
1) Billable rate on skill is increasing
2) Hours are increasing (10 hr to 12 hr etc)

We know there is no specific spot for a signature but please just have the MPC person sign at anywhere at the bottom of this form. Chris will be working with the Governance Team to have a signature line added.