

If you need to change your employee's Employment Type, you must reach out to your Helpside Payroll Specialist via phone or email.

The following information should be provided to the Payroll Specialist.

- Name of the Employee:
- Effective Date of Change:
- Type of Change: (for example, change from regular part-time to regular full-time)

When an employee changes from part-time status (regularly working less than 30 hours per week) to full-time status (regularly working 30 hours or more per week), it is important to notify Helpside **immediately** so we can begin to communicate with the employee about their benefits eligibility.

Employees who change to a benefits eligible employment type, for example from regular part-time to regular full-time, will be eligible to begin participating in benefits on the first day of the month following the benefits waiting period (typically 60 days).