



# New Class Code/Location Request Non-Temporary Staffing Clients

*This form must be completed in its entirety.*

**Key HR Client:** \_\_\_\_\_

Name: \_\_\_\_\_

New Client Location/Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Class Code Requested (if known): \_\_\_\_\_

Number of Employees for New Code: \_\_\_\_\_

Estimated Annual Gross Payroll: \_\_\_\_\_

Class Code Requested Begin Date: \_\_\_\_\_

**Detailed description of employee work duties to be performed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:** Please be sure to provide as much detail as possible in the description of employee work duties to ensure employees are classified accurately.

**Note:** Please allow 24-48 hours for approval.

**Fill out request in its entirety and email to [risk@keyhro.com](mailto:risk@keyhro.com).**

### For Internal Use Only

|   |   |
|---|---|
| New Comp Code State: _____  | New Comp Code Only: _____               |
| <input type="checkbox"/> Approved by UW   | <input type="checkbox"/> Approved by UW |
| <input type="checkbox"/> Location Added   | <input type="checkbox"/> Job Code Added |
| <input type="checkbox"/> WC MOD State Added                                     |   |
| <input type="checkbox"/> Job Code Added   |   |
| Client Reporting SUTA: <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
| <input type="checkbox"/> EIN Added  |   |
| <input type="checkbox"/> Rate Added   |   |