



EMPLOYEE CHANGE STATUS

SECTION 1 - EMPLOYEE					
Effective Date:	Employee Name:			SSN:	
New Direct Deposit info:	Routing Number:	Account Number:		<input type="checkbox"/> void chk attached	
Confidential email Address for Pay Stub:					
Previous Phone Number:			New Phone Number:		
Previous Home Address:			New Home Address:		
Emergency Contact (Name, Relationship, Address and Phone):					
SECTION 2 – JOB INFORMATION					
Effective Date:					
Previous Department:			New Department:		
Previous Position Title:			New Position Title:		
SECTION 3 – EMPLOYMENT STATUS					
Previous Employment Status - Check one:			New Employment Status - Check one:		
<input type="checkbox"/> Full time (30 hours or more per week)			<input type="checkbox"/> Full time (30 hours or more per week)		
<input type="checkbox"/> Part time (29 hours or less per week)			<input type="checkbox"/> Part time (29 hours or less per week)		
<input type="checkbox"/> Temporary			<input type="checkbox"/> Temporary		
<input type="checkbox"/> Contract			<input type="checkbox"/> Contract		
SECTION 4 – WAGE / SALARY					
Effective Date:					
Current Wage:	\$	<input type="checkbox"/> Salary	New Wage:	\$	<input type="checkbox"/> Salary
		<input type="checkbox"/> Hourly			<input type="checkbox"/> Hourly
SECTION 5 - REASON FOR CHANGE					
<input type="checkbox"/> Rehire			<input type="checkbox"/> Unpaid Leave		
<input type="checkbox"/> Wage / salary increase			<input type="checkbox"/> Illness/Disability		
<input type="checkbox"/> Promotion/Transfer			<input type="checkbox"/> Extended Leave of Absence		
<input type="checkbox"/> Employee Initiated personal info change					
SECTION 6 - LEAVE					
Type of Leave:		Actual last day worked:		Anticipated RTW Date:	
Extended LOA	Previous RTW date:		New Anticipated RTW date:		
Return from Leave of Absence:		Actual first date back to work:			<i>(RTW = Return To Work)</i>
Additional Comments:					
SECTION 7 – AUTHORIZATION					
Immediate Manager's Signature:				Date:	
Employee Signature:				Date:	