

Employee Name*: _____ ID*: _____

[To complete this Change of Status form, please refer to the Reference Sheet.](#)☐ ACTIVATION☐ New Hire

Hire/Rehire Date*: _____

☐ Return to Work

Return Date*: _____

☐ EMPLOYMENT CONDITION CHANGE☐ Reporting Line☐ Job Title☐ Department/Team☐ Standard Hours

Effective Date*: _____

☐ Worker Category☐ Telework Arrangement☐ Compensation☐ Benefits☐ DE-ACTIVATION☐ Leave of Absence

Type: _____

☐ DepartureEligible for Rehire? ☐ Yes ☐ No*

Type: _____

Last Day Paid*: _____

Last Day Worked: _____

Employee Information

CURRENT STATUS

RECOMMENDED CHANGE*

Reporting to: _____

Job Title: _____

Team/Department: _____

Standard Hours: _____

Per Week

Worker Category:

☐ Permanent ☐ Contract ☐ Assignment ☐ Student

Telework

Arrangement:

☐ Office Status☐ Home Status☐ Permanent ☐ Contract ☐ Assignment ☐ Student☐ Office Status☐ Home Status

Compensation

CURRENT STATUS

RECOMMENDED CHANGE*

\$\$

☐ Per Hour ☐ Annual

Job Class: _____ Job Function: _____

Overtime Eligibility: ☐ Yes ☐ NoPremium Eligibility: ☐ Yes ☐ No☐ Language: _____ %☐ On-Call: _____ %☐ Shift Work: _____ %☐ Other: _____ ☐ \$ ☐ %☐ Special

Payment (\$): _____

\$\$

☐ Per Hour ☐ Annual

Job Class: _____ Job Function: _____

Overtime Eligibility: ☐ Yes ☐ NoPremium Eligibility: ☐ Yes ☐ No☐ Language: _____ %☐ On-Call: _____ %☐ Shift Work: _____ %☐ Other: _____ ☐ \$ ☐ %☐ Special

Payment (\$): _____

Benefits

CURRENT STATUS

RECOMMENDED CHANGE*

Group Insurance

☐ Yes ☐ No _____ Plan

RRSP/DPSP

☐ Yes ☐ No _____ % DPSP

401(k)

☐ Yes ☐ No _____ %

Vacation

☐ Yes ☐ No _____ %

Paid Time Off

☐ Yes ☐ No

Group Insurance

☐ Yes ☐ No _____ Plan

RRSP/DPSP

☐ Yes ☐ No _____ % DPSP

401(k)

☐ Yes ☐ No _____ %

Vacation

☐ Yes ☐ No _____ %

Paid Time Off

☐ Yes ☐ No

Comments

Signature(s)*

<div><div>Vladimir Estevez</div><div>Employee Signature</div></div>	<div></div> <div>Date</div>
<div></div> <div>Leader Signature</div>	<div>.</div> <div>Date</div>
<div></div> <div>HRBP Signature</div>	<div></div> <div>Date</div>