



STATUS CHANGE FORM

Effective Date

Hire Date

Employee Number

Legal Name

LAST

FIRST

MIDDLE

CHANGES MADE MUST BE EFFECTIVE FIRST DAY OF PAY PERIOD

	From	To
Home Department		
Location		
Direct Report to Manager (직속 상사)		
Job Title		
Full-Time or Part-Time Status		
Hourly Rate (Non-Exempt/Hourly Employee)		
Annual Salary (Exempt/Salary Employee)		
Other		

Reason for Change (check all that apply)

☐ Merit Increase

☐ Location Change

☐ Promotion

☐ Branch/Department Transfer

☐ Position Change (use for jobs that are lateral or decrease)

☐ Other

Comments:

Human Resources Only (if applicable)

☐ HR

☐ T & A Supervisor

☐ Standard Hours (80)

☐ Pay Class

☐ Time Off Policy

☐ Security Access (Manager & T&A Supervisor)

☐ Other _____