

# Employee

## Status Change

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

☐ If Address change: \_\_\_\_\_

Location: \_\_\_\_\_ Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

### Employee Status:

#### Type of Change:

☐ New Hire ☐ Rehire ☐ Employee Status Change

☐ Regular Full Time (30 hours or more) Hours per week: \_\_\_\_\_  
☐ Regular Part Time (29 hours or less) Hours per week: \_\_\_\_\_  
☐ Variable (Provisional) Hours per week: \_\_\_\_\_  
☐ On Call (As Needed)

### Salary Establishment/Change:

Type of Change: ☐ New Hire ☐ Merit Increase ☐ Promotion ☐ Other \_\_\_\_\_

Current Pay Rate: \$ \_\_\_\_\_ ☐ per hour ☐ per year

New Pay Rate: \$ \_\_\_\_\_ ☐ per hour ☐ per year

☐ Exempt (Salaried) ☐ Non-Exempt (Hourly)

### Status Change:

☐ Location Change (Transfer) From \_\_\_\_\_ To \_\_\_\_\_  
☐ Position Change From \_\_\_\_\_ To \_\_\_\_\_  
☐ Leave of Absence From \_\_\_\_\_ To \_\_\_\_\_  
☐ Other \_\_\_\_\_

### Termination of Employment:

Last Working Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

Eligible for rehire? ☐ Yes ☐ No (if no, list reason) \_\_\_\_\_

#### Select ONE reason for separation:

##### Voluntary:

☐ Dissatisfied w/ job or company ☐ Retirement ☐ School ☐ Job Abandonment ☐ Better job/pay/benefits/hours  
☐ Medical-self or family ☐ Relocating ☐ Family issues

##### Involuntary:

☐ Poor performance ☐ Gross Misconduct ☐ Attendance/Tardiness ☐ Unqualified for job  
☐ Violation of company policy/procedure ☐ Unprofessional conduct

Remarks: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email original to payroll@anomalysquared.com