|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Status Change** | | | | | |
| **Employee name:** | | | | | |
| **Date of hire:** | | | | | |
| Action taken: |  | Hire/Rehire |  | Leave of Absence | |
|  |  | Promotion/Demotion |  | Leave Date: |  |
|  |  | Transfer |  | Return Date: |  |
|  |  | Retirement |  | Merit Increase | |
|  |  | Voluntary Separation |  | Salary Adjustment | |
|  |  | Involuntary Separation |  | Performance Review | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT** | | | | **NEW (if applicable)** | | | |
| Title: |  | | | Title: |  | | | |
| Dept: |  | | | Dept: |  | | | |
| Supervisor: |  | | | Supervisor: |  | | | |
| Hours: |  | | | Hours: |  | | | |
| Wage: |  | Per |  | Wage: |  | Per |  | |
| Status: | Fulltime  Part-time  Seasonal  Temporary | | | Status: | Fulltime  Part-time  Seasonal  Temporary | | | |
|  | | | | Effective date: |  | | | |
| Reason: | | | | |

**PERFORMANCE REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| Review Date: |  | Performance Rating: |  |

**COMMENTS**

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | |  |  | | |  |
|  | **Manager Approval and Signature** | | | | | | | | |  |
|  | Request Status: | * Approved | |  | * Denied | | | | |  |
|  |  | | | | | | |  |  |  |
|  | *Manager Signature* | |  | | | | |  | *Date* |  |
|  | *Manager Printed Name* | |  | | | | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | | | |  |  | | |  |
|  | **HR Approval and Signature** | | | | | | | | |  |
|  | Request Status: | * Approved | |  | * Denied | | | | |  |
|  |  | | | | | | |  |  |  |
|  | *HR Rep. Signature* | |  | | | | |  | *Date* |  |
|  | *HR Rep. Printed Name* | |  | | | | |  |  |  |