

EMPLOYEE CHANGE OF STATUS REPORT

Please enter the following change(s) as of _____

Name: _____

From

Job	Dept.	Rate

To

Job	Dept.	Rate

Reason for Change:

- Hired
- Re-hired
- Promotion
- Demotion
- Transfer
- Merit Increase
- Length of Service Increase
- Re-evaluation of Existing Job
- Resignation
- Retirement
- Layoff
- Discharge

Leave of Absence to _____
(date)

Other reason or explanation: _____

AUTHORIZED BY _____ APPROVED BY _____