

# Employee Status Change Form

## Employee Information

Employee Name	Manager
Employee Phone	Employee Email
First Day of Employment	Last Day of Employment

## Employment Changes

Action	Effective Date	New Status / Title / Pay
New Hire / Re-hire		
Pay Rate Change		
Promotion / Demotion		
Status		
Separation		

## Reason for Change

Explanation of Change – Terminations must include Documentation

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Manager Signature	Date
Employee Signature	Date
Human Resources Signature	Date