SAMPLE COMPANY STATUS CHANGE FORM

For use for new hires/termination/promotion/salary change/billing rate changes/leaves

TYPE OF CHANGE: (check all those that apply)		COMPLETE SECTIONS:	
NEW HIRE ?		?	A/B/C/I
EMPLOYMENT STATUS CHANGE		?	A/B/I
SALARY CHANGE		?	A/D/I
JOB CATEGORY CHANGE		?	A/E/I
LEAVE OF ABSENCE		? ?	A/F/I
TERMINATION/RESIGNATION ?		A/G/I	
_	NAME?		DEPARTMENT?
Α	EMPLOYEE NUMBER?		POSITION TITLE?
В	STATUS? FULL TIME ?	PART TIME ?	/HRS WEEK CONTRACT ?
	START DATE?		PAY RATE? SALARY ?\$ HOURLY ?\$
С	END OF CONTRACT? CONTRACT RENEWAL DATE?		BENEFITS ELIGIBILITY DATE? VACATION ACCRUAL RATE?
D	CURRENT SALARY?		NEW PAY RATE?
	CURRENT HOURLY?		EFFECTIVE DATE?
E	EFFECTIVE DATE?		NEW POSITION TITLE??
	DEPARTMENT?		NEW JOB CATEGORY?
F	LEAVE CATEGORY?		EXPECTED RETURN?
	EFFECTIVE DATE?		OTHER?
G	LAST DAY OF ACTIVE		NOTICE PERIOD (WEEKS/DAYS)?
	EMPLOYMENT?		OTHER?
	REASON FOR LEAVING?		
I	APPROVAL?	DAT	E?
COMMENTS?			