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**Personnel Status Change**

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| **BASIC INFORMATION** – r*equired for all actions* | | |
| **Action** *(check box)*:  □ New Hire □ Rehire □ Personal Information □ Pay Rate  □ Job Change □ Separation | | Action Effective Date: |
| Employee Name: Dept/Location: \_\_  Current Position: Current Supervisor: \_\_ | | |
| **Rationale for pay change – please attach all applicable documentation (e.g. copy of new certification/licensure)** | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **PAY RATE** | | |
| **Pay Type** *(check box)*: □ Hourly □ Salary □ Per Diem **FLSA Status** *(check box)*: □ Exempt □ Non-Exempt  **Pay Action** *(check box)*: □ Initial Rate □ Promotion □ Pay Increase □ Pay Decrease □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Previous Pay Rate**:** $ **New Pay Rate: $**  *(For hourly employees, use hourly pay rate. For salaried employees, use annual rate).* | | |
| **JOB CHANGE** | | |
| **Action**: □ Transfer □ Promotion □ Demotion □ Other *(explain)*: | | |
| **Current Job**  Job Title: FTE:  LW Dept: Dept #  Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Div: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Pay Category** *(check box)*: □ Support I □ Support II  □ Specialized I □ Specialized II □ Prof I □ Prof II  □ Prof III □ Prof IV □ Prof V □ Supervisor  □ Director □ Executive Director □ Chief **Current Status:** □ PT <20 □ PT 20+ □ FT | **New Job**  Job Title: FTE:  LW Dept: Dept #  Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Div: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Pay Category** *(check box)*: □ Support I □ Support II  □ Specialized I □ Specialized II □ Prof I □ Prof II  □ Prof III □ Prof IV □ Prof V □ Supervisor  □ Director □ Executive Director □ Chief **New Status:** □ PT <20 □ PT 20+ □ FT | |
| **SEPARATION OF EMPLOYMENT** | | |
| □ Resignation □ Dismissal □ Retirement □ Position Elimination □ Death □ Other | | |
| **SIGNED AUTHORIZATION** | | |
| Manager/Supervisor Signature: \_\_\_\_ Date:  CFO Signature: \_\_\_\_ Date:  CEO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ Date:  Human Resources Signature: Date:  Employee Signature *(personal changes only)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Date: | | |

Type, or print legibly