Employee Status Change Report

_____   _____
Employee Name   Date Effective

_____   _____
Clock Number   Department

Reason for Change:

☐ Hired	☐ Rate Change
☐ Re-Hired	☐ Transfer
☐ Resigned	☐ Promotion
☐ Layoff	☐ Demotion
☐ Discharge	☐ Seniority Increase
☐ Retirement	☐ Merit Increase
☐ Authorized Leave of Absence	☐ Other (explain below)
From _____ To _____	

_____

_____

_____

_____

_____

_____

_____   _____
Old Rate   New Rate

_____   _____
Previous Classification   New Classification

Approval

_____   _____
Department Head   Date