



NEW HIRE / STATUS CHANGE FORM

Employee Name:

| | Job Title | Class (I / II) | Wage | Status (FT/PT) |
|------|-----------|----------------|------|----------------|
| Old: | | | | |
| New: | | | | |

Effective Date:

Status Changes MUST be a Sunday/start of pay period)
New Hires can be any date

- New Hire
- Re-Hire
- Market Adjustment
- Merit Increase/Eval
- Lay Off
- Resignation
- Termination
- Other

Notes: _____

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Date | Manager Signature |

Office Use Only

| | |
|---------------|----------------------|
| Entered in PR | <input type="text"/> |
| LifeMap | <input type="text"/> |
| HR File | <input type="text"/> |