



Employee Status Change Form

PLEASE NOTE: Pay Changes must be submitted at least 30 days in advance of the proposed effective date. All other Status Changes must be submitted at least 14 days in advance of the proposed effective date. The Proposed Effective Date must be the first day of a pay period.

Employee Information and Employment Changes

Employee Name

Employee Title

Date Submitted

Effective Date

Change Type		Current Information	New Information
Promotion	☐	Title/Dept:	Title/Dept:
Transfer	☐	Dept/Supervisor:	Dept/Supervisor:
Project	☐	Project Number & Hours Per Pay Period:	Project Number & Hours Per Pay Period:
Salary	☐	Pay Rate:	Pay Rate:
Status	☐	Status Type:	Status Type:
Hours Worked	☐	Hours per Pay Period:	Hours per Pay Period:

Employee Status Types

Full Time 30-40 hours per week, 60-80 hours per pay period; eligible for all benefits. Full Time employees must work at least 30 hours per week to maintain benefit eligibility.

Part Time 20+ 20-29 hours per week, 40-58 hours per pay period; eligible for PTO, Holiday Pay, Disability, Life/AD&D, 401(k)

Part Time <20 19 or fewer hours per week, 38 hours per pay period; eligible for Protected Sick Time, may be eligible for 401(k) if working at least 500 hours per year for 3 consecutive years.

Documentation and Description for Changes

Please describe and/or provide justification for any changes related to Promotions, Compensation, FT/PT Status, and Hours Worked.

Verification of Changes

Approved By

Job Title

Signature

Signature Date