



## Employee Status Change

### Employee Profile

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Date: \_\_\_\_\_ Date Effective: \_\_\_\_\_

### Pay/Benefit Change(s)

Pay Period: \_\_\_\_\_ Paycheck Date: \_\_\_\_\_

Rate of Pay To: \$ \_\_\_\_\_  Hour  Week  Pay Period  Year

Bonus or other payment \$ \_\_\_\_\_

Position / Title Change To: \_\_\_\_\_

Change in tax exemptions – **Attach new W-4**

Marital status  Single  Married  Divorced  Death of Spouse

Dependents  Add  Delete Name(s)/Relationship: \_\_\_\_\_

Address/Phone change: \_\_\_\_\_

Additional Notes/Comments: \_\_\_\_\_

### Other Changes

Type of Change: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### Termination of Employment

Quit with Proper Notice  Quit with without Notice  Laid Off  Terminated  End of Assignment

Additional Notes/ Comments: \_\_\_\_\_

Eligible for Rehire:  Yes  No

Approved: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_