

Employee Status Change Form

For new hires/transfers/promotions/additional positions/terminations

Please complete all that apply

1. Employee Name _____ Employee# _____
2. Check correct status New Hire Promotion Transfer Additional/Other Termination
3. Current Position _____
4. New/Additional Position _____
5. Supervisor Name _____
6. Complete GL number(s) to be charged _____
7. Salary _____ 8. Effective Date _____
9. Office # _____ 10. Grade _____ 11. FTE _____

Please submit completed form to the Director of Human Resources for final processing.

- | | |
|---|--|
| 1. _____
Supervisor Date | 2. _____
Provost/Departmental Vice President Date |
| 3. _____
Controller Date | 5. _____
Director of HR Date |
| 4. _____
President Date | |

To be completed by HR

- Exempt_____ Nonexempt_____ (check appropriate one)
- Administrative_____ Professional Tech._____ Classified_____ Faculty_____ (check appropriate one)
- HR employee orientation checklist/Checkout form
- Assign position (FACL)/Change (CPPI)/Salary(WAGS)/Additional(ADAP)/Terminate(TERM)
- Assign taxes (ETAX)
- Assign benefits (BNDS)
- Assign hours (PWSC)
- Assign/Adjust leave plans (LEVS/ACRS/LDTS)
- Check Model (MODL)
- Check EPOV screen for online access to pay advice
- Enter/Delete in Access (Edison Employee file)
- E-mail electronic account maintenance information
- Final payout to include vacation and sick (if applicable)
- If employee applies for or has medical coverage-send COBRA letter
- Salary Notification/Contract
- Create/change/pull personnel file
- Board approval (if applicable)
- Submit retirement paperwork to appropriate agency
- Notify Controller of status change
- Print Name badge
- Coffee Mug
- Update web site – email K. Kiehl, copy A. Barr and A. Francis (include photo)
- Update Compease Software
- Enter/delete benefits online at insurance carrier(s) websites
- News of the day announcement/For new hire determine if they want their birthdate published
- Update organizational chart