

# 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
2. Current Position \_\_\_\_\_
3. New/Additional Position \_\_\_\_\_
4. Supervisor Name \_\_\_\_\_
5. Complete GL number(s) to be charged \_\_\_\_\_
6. Salary \_\_\_\_\_ 7. Effective Date \_\_\_\_\_
7. 8. Office # \_\_\_\_\_ 9. Grade \_\_\_\_\_ 10. FTE \_\_\_\_\_

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

- |   |  |
|---|--|
| 1. _____<br><b>Supervisor</b> <b>Date</b>                   | 2. _____<br><b>Provost/Departmental Vice President</b> <b>Date</b>     |
| 3. _____<br><b>Controller</b> <b>Date</b>                   | 5. _____<br><b>Linda Peltier, Executive Director of HR</b> <b>Date</b> |
| 4. _____<br><b>Dr. Doreen Larson, President</b> <b>Date</b> |  |

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## 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
- [ ] Daily Update announcement/For new hire determine if they want their birthdate published
- [ ] Update organizational chart