



Employee Status Change Form

Client Company Name: _____

Employee Name: _____ SSN: _____ / _____ / _____

Change of Address: _____

City: _____ State: _____ Zip: _____

Pay Rate Change: _____ Effective Date: _____

- \$ _____ Hourly
- \$ _____ Salaried - Exempt
- \$ _____ Salaried – Non Exempt
- \$ _____ Other – Explain: _____

Job Status:

- Full Time
- Part Time
- Rehire – Must include Employee Rehire Form
- Employee Separation – Must include Employee Separation Notice

Department:

- _____
- _____

Workers' Compensation Code: _____ * **MUST BE APPROVED**

* Job Duties / Description: _____

Authorized Client Signature: _____ Date: _____