

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
Other explanation:
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. <u>Supervisor</u> <u>Date</u> | 2. <u>Provost/Departmental Vice President</u> <u>Date</u> |
| 3. <u>Controller</u> <u>Date</u> | 5. <u>Chief Human Resources Officer</u> <u>Date</u> |
| 4. <u>President</u> <u>Date</u> | |

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)
- [] Colleague Updates: Title, Grade, Supervisor
- [] Update Compease Software
- [] Prior Years of Service Verification
- [] Update organizational chart
- [] Create/change/pull personnel file
- [] Update web site – email Web Administrator
- [] Compliance Trainings (add to tracking list & complete immediate training requirements)
- [] Board approval (if applicable)
- [] Print Name badge
- [] Coffee Mug
- [] Send new hire announcement with picture
- [] Salary notification/contract
- [] Enter/delete benefits online at insurance carrier(s) websites
- [] HR Update
- [] Submit retirement paperwork to appropriate agency