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HR & PAYROLL EMPLOYMENT STATUS CHANGE FORM

EFFECTIVE DATE:

CURRENT EMPLOYMENT INFORMATION

NAME: _____ EMPLOYEE ID#

Last, First

LOCATION: _____ DEPARTMENT: _____

TITLE: _____ REPORTS TO: _____

FT FTE PT FT INSTRUCTOR FT-N ADJUNCT ADJUNCT-FTE TEMP

RATE: \$ _____ HOURLY BI-WEEKLY ANNUAL OTHER RATE: \$ _____ HOURLY BI-WEEKLY ANNUAL

NEW EMPLOYMENT INFORMATION

LOCATION: _____ DEPARTMENT: _____

TITLE: _____ REPORTS TO: _____

FT FTE PT FT INSTRUCTOR FT-N ADJUNCT ADJUNCT-FTE TEMP

RATE: \$ _____ HOURLY BI-WEEKLY ANNUAL OTHER RATE: \$ _____ HOURLY BI-WEEKLY ANNUAL

REASON FOR CHANGE

- | | |
|---|--|
| <input type="checkbox"/> PROMOTION | <input type="checkbox"/> LENGTH OF SERVICE INCREASE |
| <input type="checkbox"/> DEMOTION | <input type="checkbox"/> REEVALUATION OF CURRENT JOB |
| <input type="checkbox"/> TRANSFER | <input type="checkbox"/> PROBATION PERIOD COMPLETED |
| <input type="checkbox"/> MERIT INCREASE | <input type="checkbox"/> RETURN FROM LEAVE |
| <input type="checkbox"/> OTHER: _____ | |

COMMENTS:

EMPLOYMENT SEPARATION/TERMINATION

- | | | |
|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> RESIGNATION | <input type="checkbox"/> LAYOFF | <input type="checkbox"/> SEMESTER LEAVE OF ABSENCE (FACULTY ONLY) |
| <input type="checkbox"/> RETIREMENT | <input type="checkbox"/> DISCHARGE | |

REASON:

Total Hours Worked: _____ Pay Period Ends: _____

AUTHORIZED BY: _____ APPROVED BY: _____

EMPLOYEE ACKNOWLEDGMENT: SIGNATURE: _____ DATE: _____

DOWNTOWN BROOKLYN

151 Lawrence Street
Brooklyn, NY 11201
Tel: 718 - 522-9073

MIDTOWN MANHATTAN

1293 Broadway/One Herald Center
New York, NY 10001
Tel: 212-672-6450

NORTH MIAMI BEACH

3909 N.E. 163rd Street
North Miami Beach, FL 33160
Tel: 786-279-1740

HIALEAH

530 West 49th Street
Hialeah, FL 33012
Tel: 786-279-2643