



WWW.ASA.EDU

HR & PAYROLL EMPLOYMENT STATUS CHANGE FORM FOR FACULTY

EFFECTIVE DATE:

CURRENT EMPLOYMENT INFORMATION

NAME: _____ EMPLOYEE ID#
Last, First

LOCATION: _____ DEPARTMENT: _____ TITLE: _____

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: _____

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

- PROMOTION
- DEMOTION
- TRANSFER
- MERIT INCREASE
- LENGTH OF SERVICE INCREASE
- REEVALUATION OF CURRENT JOB
- PROBATION PERIOD COMPLETED
- OTHER: _____

COMMENTS:

EMPLOYMENT SEPARATION/TERMINATION

- RESIGNATION
- RETIREMENT
- LAYOFF
- DISCHARGE
- SEMESTER LEAVE OF ABSENCE
- LOA WITH AVAILABILITY FOR SUBSTITUTION

REASON:

Total Hours Worked: _____ Pay Period Ends: _____

AUTHORIZED BY: _____ APPROVED BY: _____

FACULTY 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