



Employee Status Change

Name _____

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MTU ID #

Department/organization number _____

Contact person _____

Telephone _____

Reason for status change (check one only)

- Rehire
- Promotion
- Reclassification
- Pay change
- End of probation
- Department transfer
- Other (explain) _____
- Termination/reason _____
- Extend pay end date
- Return 9/10 month From _____ To _____
- Leave of absence From _____ To _____
- Extend leave of absence to _____ (date)
- Return from leave early on _____ (date)

Effects of change

New Information

Effective date _____

Classification title _____

Department/organization number _____

Salary/hourly rate _____

Index/account code _____

Pay end date _____

Other _____

Biographical change

Name _____ Home Telephone _____

Home address _____

Building name _____ Office room _____ Office telephone _____

Other _____

E-mail address _____

Approvals

Date