

Employee Status Change Form

Scan and email completed form to HR@PinnaclePays.com

Employee Name: _____ **SSN:** _____

Address: _____

Location: _____ **Position:** _____

Effective Date: _____ **DOB:** _____ **Email:** _____

Employee Status

Type of Change: New Hire Rehire Employee Status Change

Regular Full Time (30 hours or more) Hours per week: _____

Regular Part Time (29 hours or less) Hours per week: _____

Temporary (short term) Hours per week: _____

On Call (as needed)

Salary Establishment/Change

Type of Change: New Hire Merit Increase Promotion Other: _____

Current Pay Rate: \$ _____ Per Hour Per Year

New Pay Rate: \$ _____ Per Hour Per Year

Exempt (Salaried) Non-Exempt (Hourly)

Status Change

Location Change (Transfer) From _____ to _____

Position Change From _____ to _____

Leave of Absence From _____ to _____

Other _____

Termination of Employment

Last Working Day: _____

Eligible for rehire: Yes No (if no, list reason): _____

Select ONE reason for separation:

Voluntary:

Dissatisfied w/ job or company Retirement School No call / no show Other:

Medical – self or family Relocating Family Issues Better pay / hours _____

Involuntary:

Poor Performance Attendance / Tardiness Violation of policy / procedure Other:

Gross Misconduct Unprofessional Conduct Unqualified for job _____

Remarks:

Manager / HR Signature: _____ **Date:** _____