



24 Zane Grey St.
El Paso, TX. 79906

Employee Status Change

Employee Name: _____ Social Security #: _____

Date: _____ Date Effective: _____

Last Review Date: _____

EMPLOYMENT CHANGES

New Hire: ☐ Job Title: _____ Department: _____
Rehire: ☐ Job Title: _____ Department: _____
Temporary: ☐ Start Date: _____ End Date: _____ Department: _____
Replacement: ☐ Start Date: _____ End Date: _____ Department: _____

CLASSIFICATION CHANGES

Change	Old Information	New Information
Salary: ☐	Salary: _____	Salary: _____
Status: ☐	Status: _____	Status: _____
Title: ☐	Title/Dept: _____	Title/Dept: _____
Shift: ☐	Shift: _____	Shift: _____
Transfer: ☐	Title/Dept: _____	Title/Dept: _____
Promotion: ☐	Title/Dept: _____	Title/Dept: _____
Demotion: ☐	Title/Dept: _____	Title/Dept: _____
Other: ☐	_____ _____	_____ _____

Approved By: _____

Signature _____

Date _____

COMMENTS