



CHANGE OF STATUS FORM

Employee Name \_\_\_\_\_

Company Name \_\_\_\_\_ Effective Date \_\_\_\_\_

New Hire      Rehire

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Department \_\_\_\_\_

Position \_\_\_\_\_ Start Date \_\_\_\_\_

Rate of Pay \_\_\_\_\_ Supervisor \_\_\_\_\_

Hourly      Salary      Full-Time      Part-Time      Temporary/Seasonal

Anticipated Hours/Week \_\_\_\_\_

Employee Updates

Pay Change \_\_\_\_\_

Position Change \_\_\_\_\_ Department \_\_\_\_\_

Status Change \_\_\_\_\_ (if applicable)

Change to Part-Time      Change to Full-Time

Change to Seasonal/Temporary/PRN

Anticipated Hours/Week \_\_\_\_\_

Termination      Resignation

Last Day Worked \_\_\_\_\_ Eligible for Rehire?    Yes      No

Reason:

- Job Performance      Quality of Work      No Call, No Show
Attendance      Drug Test Results
Conduct Issues      Gross Misconduct
Lay-Off      Other \_\_\_\_\_

Anticipated Return Date \_\_\_\_\_

Attach completed Employee Notice of Termination/Voluntary Resignation (if available)

Notes

All updates to address, email, phone number, direct deposit, and tax withholding can be made by employees on the employee portal.

servanthr.com > Prism Log-In > Employee Log-In

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_