



Employment Status Update

Date: _____

Office: _____

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____ Job Title: _____

EMPLOYMENT INFORMATION UPDATE

Effective Date: _____

Reason for Change: Merit Increase Promotion Other: _____

Current Rate: _____ Hourly Rate Weekly Rate Annual

Exempt Non-Exempt

Updated Rate: _____ Hourly Rate Weekly Rate Annual

Exempt Non-Exempt

Job Title: _____ Updated Job Title: _____

Comments: _____

Supervisor Approval: _____ Date: _____

Executive Management Approval: _____ Date: _____