

**RESOURCE, SUPPORT, & DEVELOPMENT, INC.  
EMPLOYEE CHANGE OF STATUS**

The following changes are effective as of:

Name:

Work Site:

SSN:

Verified:

FROM:			
<u>Position</u>	<u>Facility</u>	<u>Rate of Pay</u>	<u>Hours/Wk</u>

TO:			
<u>Position</u>	<u>Facility</u>	<u>Rate of Pay</u>	<u>Hours/Wk</u>

**Reason for Change:**

- |                                    |  |  |                                     |
|------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> New Hire  | <input type="checkbox"/> Demotion        | <input type="checkbox"/> Resignation                   | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Re Hire   | <input type="checkbox"/> Transfer        | <input type="checkbox"/> Re-Evaluation of existing job | <input type="checkbox"/> Layoff     |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Merit of Change | <input type="checkbox"/> Length of Service increase    | <input type="checkbox"/> Discharge  |

**Other Reason  
or  
Explanation:**

Authorized by: \_\_\_\_\_

Approved by: \_\_\_\_\_

***A COMPLETE W-4, AND A COPY OF EMPLOYEE'S SOCIAL SECURITY CARD MUST BE INCLUDED WITH STATUS CHANGE FOR ALL NEW EMPLOYEES.***