



Status Change Form

Employee Information		
Name:	Effective Date:	Reports to:
Position/Title:	Department:	

Changes for Current Employee.

Select all that apply. Please provide a brief explanation in the comments.

Department Transfer	<input type="checkbox"/>	FLSA Change (Exempt/Non-Exempt)	<input type="checkbox"/>	Title Change	<input type="checkbox"/>	Termination * <u>Resignation must be attached</u>	<input type="checkbox"/>
Leave of Absence	<input type="checkbox"/>	Category Change (Admin, Staff, Faculty, Adj, Aux_Fac. Temp to Perm)	<input type="checkbox"/>	Status Change (P/T, F/T, PD, Weeks per Year)	<input type="checkbox"/>	Other – Please provide change request reason in the comment section.	<input type="checkbox"/>

Comments

Department Transfer.	
Previous Department:	New Department:
Effective Date:	Reason for Transfer:

Title Change.	
<i>Request must be accompanied by an up-to-date job description and justification memo*</i>	
Previous Title:	New Title:
Effective Date:	

Change of Rate of Pay.	
Changes to Rate of Pay must include a justification memo detailing the reason for the change.	
Current Salary (<i>exempt</i>):	Proposed Salary (<i>exempt</i>):
Current Hourly Pay Rate (<i>non-exempt</i>):	Proposed Hourly Pay Rate (<i>non-exempt</i>):
Current Grade:	Proposed Grade:
Effective Date:	*Please provide justification memo*

Resignation/Termination	
Resignation Date:	Last Day Worked:
<input type="checkbox"/> Resignation Voluntary	<input type="checkbox"/> Resignation Involuntary
<input type="checkbox"/> Retired	*Resignation letter provided to HR*
Rehire Eligibility: <input type="checkbox"/> Yes <input type="checkbox"/> No	*If no, what is the reason:
Forwarding Address:	Severance Agreement : <input type="checkbox"/> Yes <input type="checkbox"/> No

Approvals	
Please sign below and forward to Human Resources at Requeststohire@molloy.edu	
Manager/Director	Date:
Dean/Vice President	Date:
Assistant Vice President for Human Resources	Date:
Position Control #:	
Controller (Budgetary Changes Only)	Date:
Vice President for Finance	Date: