



# 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 Reorganization	<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:	<b>*Please provide justification memo*</b>

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

Approvals	
Please sign below and forward to Human Resources at <a href="mailto:Requeststohire@molloy.edu">Requeststohire@molloy.edu</a>	
Manager/Director:	Date:
Dean/Vice President:	Date:
Assistant Vice President for Human Resources:	Date:
Position Control #: (Budgetary Changes Only)	Date:
Controller:	Date:
Vice President for Finance:	Date:
(For Reorganization Only) President:	Date: