



CHANGE STATUS FORM

SECTION I.

Employee Name: _____

Manager Proposing: _____
Signature

SECTION II. Complete the table information for the status change(s) you are proposing

STATUS ITEM	CURRENT	PROPOSED (effective date: _____)
Title/Position	Old Title	New Title
Salary Increase	_____	(merit) _____
	_____	(promo) _____
Salary Decrease	_____	_____
Other		

SECTION III. Please provide supporting documentation for the proposed status changes:

SECTION IV. Approvals:

 MANAGER APPROVAL

 DATE

 EXECUTIVE APPROVAL

 DATE

 HUMAN RESOURCES

 DATE (Status Change)