**Employee Status Change Form**

**Date:**

**Company:**

**Employee Name:**

**Change in Rate of Pay: Change in Workers Comp Code:**

| New Rate of pay: $  |  Per Hour Salary |  Biweekly Semimonthly |
| --- | --- | --- |
|  |  FT/PT |  Monthly |
| **Other Changes:** |  |  |

 Change of Address:

New Address

 Change of Telephone:

Area Code Telephone

 Change in Marital Status Single Married Other

 New W-4 Federal Withholding Deductions (Attach new W-4 form)

 Rehire Date if within 30 days of termination

 Other (Explain in Detail)



Employee’s Signature Date



Employer’s Signature Date