



**EMPLOYEE STATUS CHANGE**

CLIENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ POSITION \_\_\_\_\_

**[PERSONAL DATA]**

ITEM TO CHANGE	FROM	TO
<input type="checkbox"/> Name		
<input type="checkbox"/> SS#		
<input type="checkbox"/> Address		
<input type="checkbox"/> Telephone #		
<input type="checkbox"/> Other		

I authorize Synuity to change the above listed items.

> **EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**[EMPLOYEE STATUS]**

ITEM TO CHANGE	FROM	TO	EFFECTIVE DATE
<input type="checkbox"/> Title			
<input type="checkbox"/> Department			
<input type="checkbox"/> Job Number			
<input type="checkbox"/> Wage			
<input type="checkbox"/> Pay Type	Non-exempt Hourly <input type="checkbox"/> Non-exempt Salary <input type="checkbox"/> Exempt Salary <input type="checkbox"/>	Non-exempt Hourly <input type="checkbox"/> Non-exempt Salary <input type="checkbox"/> Exempt Salary <input type="checkbox"/>	
<input type="checkbox"/> Status	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/>	
<input type="checkbox"/> PTO			
<input type="checkbox"/> Benefit Class			
<input type="checkbox"/> Pay Rate <small>(please select reason below)</small>			

Reason:  Annual Review  Correction  Merit Increase  Minimum Wage Adj  Position Change  Promotion  Transfer  Other

*\*\*Special instructions (if applicable):*

I authorize Synuity to change the above listed items.

> **EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

> **AUTHORIZED CLIENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_