



EMPLOYEE STATUS FORM

COMPLETE THIS SECTION FOR ALL TRANSACTIONS

EFFECTIVE DATE OF ACTION 2/28/20	CHECK ACTION REQUIRED ☐ NEW HIRE ☐ REHIRE ☐ TRANSFER ☐ SALARY CHANGE ☐ SEPERATION ☒ OTHER <u>TITLE CHANGE</u>
EMPLOYEE NAME (LAST, FIRST) Burns Brandon	EMPLOYEE # DATE OF HIRE

COMPLETE ALL SECTION BELOW THAT APPLY

NEW HIRE OR REHIRE (per policy)	POSITION / TITLE Warehouse	LOCATION / DEPT 3200
	RATE \$	SUPERVISOR Curtis Harder
	☐ SALARY ☐ HOURLY ☐ COMMISSION ☐ FULL-TIME ☐ PART-TIME ☐ OTHER ☐ EXEMPT ☐ NON-EXEMPT	

FROM

TO

TRANSFER, SALARY, OR OTHER	LOCATION/DEPT	LOCATION/DEPT <u>3200</u>
	POSITION/TITLE Warehouse	POSITION/TITLE Customer Service
	RATE \$	RATE \$
	☐ SALARY ☐ HOURLY ☐ COMMISSION ☐ FULL-TIME ☐ PART-TIME ☐ OTHER ☐ EXEMPT ☐ NON-EXEMPT	☐ SALARY ☐ HOURLY ☐ COMMISSION ☐ FULL-TIME ☐ PART-TIME ☐ OTHER ☐ EXEMPT ☐ NON-EXEMPT
REASON FOR CHANGE Brandon is spending majority of his time in Customer Service		

SEPARATION	POSITION/TITLE	LOCATION/DEPT
	VOLUNTARY ☐ NO REASON GIVEN ☐ RELOCATED ☐ PERSONAL REASONS ☐ RETIRED ☐ ☐ SEEK/ACCEPT OTHER EMPLOYMENT ☐ JOB DISSATISFACTION ☐ JOB ABANDONMENT ☐ COMPETITOR ☐ OTHER	
	INVOLUNTARY ☐ VIOLATION OF COMPANY RULE OR POLICY ☐ EXCESSIVE ABSENTEEISM/TARDINESS ☐ UNSATISFACTORY JOB PERFORMANCE ☐ DECEASED ☐ LAYOFF (Reorganization) ☐ OTHER	

INSTRUCTION FOR FINAL PAY CHECK:

COMMENTS: _____

SUPERVISORS NAME: Curtis Harder SUPERVISORS SIGNATURE: [Signature] DATE: 2-28-20

HUMAN RESOURCES NAME: _____ HUMAN RESOURCES SIGNATURE: _____ DATE: _____

EMPLOYEES SIGNATURE: _____ DATE: _____

COO/MANAGERS APPROVAL: _____ DATE: _____

All approvals must be attained before presenting to employee