

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

CHANGE IN STATUS FORM

THIS FORM IS NOT A CONTRACT OF EMPLOYMENT

1. Effective Date of Change		2. Date Prepared									
3. GWID		4. Name(Last) (First) (Middle Initial)				5. Current Position Title			6. Employee Class		7. Grade
8. Action Requested		9. Payroll Mode		10. Employment Category		11. Current Change to					
Promotion Redistribution Termination Leave of Absence Extension Transfer Rate/Salary Adjustment Add Postion Reclassification PAR# _____ Other _____		Current: Change to: Monthly Monthly BW BW No Change		Current: Change to: Reg F/T Reg F/T Reg P/T Reg P/T Temp Temp No Change		Union Union Non Union Non Union Uniform allow\$ _____ Uniform allow\$ _____ Other _____ Other _____ No Change					

THIS SECTION SHOWS THE EMPLOYEE'S CURRENT SALARY DISTRIBUTION STATUS 13.HOME DEPT. _____

14.BANNER HOME INDEX _____

12. Department or Sponsored Project Award	Banner Index	Account No	Full Time%	Annual Salary	Monthly Salary	Finish Date	Base Rate	Project	Task	Award	Position Class	Pos No/ Suffix
1												
2												
3												
4												

Premium Pay: Shift1 _____ Shift2 _____ Weekend _____ Special _____ On Call _____

THIS SECTION SHOWS THE EMPLOYEE'S NEW SALARY DISTRIBUTION STATUS

16.HOME DEPT. _____

17.BANNER HOME INDEX _____

15. Department or Sponsored Project Award	Banner Index	Account No.	Full Time%	Annual Salary	Monthly Salary	Finish Date	Base Rate	Project	Task	Award	Position Class	Pos No/ Suffix
1												
2												
3												
4												

Premium Pay: Shift1 _____ Shift2 _____ Weekend _____ Special _____ On Call _____

Email of Preparer: _____

18. New Position Title		19. New Employee Class		20. New Grade		21. New Annual Salary		22. Reason for LOA or Termination		23. LOA Begin Date		24. LOA Return Date	
25. If Employee is Transferring, Show Total Leave Accrued: Annual _____ Sick _____						26. If Employee is Terminating, Last Day in Paid Status Last Day Worked:				27. Days Annual Leave Due		28. Eligible for Rehire Yes No	
29. Remarks				30. Initiated By:				Ext: Date		33. Finance Director(Signature):		Date	
				31. Dept Head(Signature):				Ext: Date					
				32. VP or Dean(Signature):				Ext: Date		34. Personnel Payroll Adj Reqd		Date	

NOTE: PLEASE FORWARD LEAVE RECORDS FOR ALL TRANSFERS AND TERMINATIONS

Revised 03-25-04 MAT