

# 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		CHANGE IN STATUS FORM				THIS FORM IS NOT A CONTRACT OF EMPLOYMENT			
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. Budget Authorization		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