



Employee Status Change Form

A structured record for approved changes to an employee's role, reporting line, location, schedule, or pay.

PURPOSE	Document a personnel change consistently across HR, payroll, scheduling, and access systems.
BEST FOR	Managers and HR teams coordinating an approved employee change.

Employee name	_____	Employee ID	_____
Current title	_____	Department	_____
Manager	_____	Work location	_____
Prepared by	_____	Effective date	_____

1. Type of change

SELECT	OPTION
☐	Promotion
☐	Transfer or department change
☐	Manager or reporting-line change
☐	Work-location change
☐	Employment-status change
☐	Schedule or hours change
☐	Pay-rate change
☐	Leave status
☐	Other: _____



2. Approved change details

FIELD	CURRENT	NEW / UPDATED
Job title		
Department		
Manager		
Location		
Employment status		
Scheduled hours		
Pay rate / salary		
Other		

Business reason and approval notes

3. Implementation checklist

DONE	ACTION	OWNER / DATE
☐	Update HR information system	
☐	Update payroll and timekeeping	
☐	Update benefits eligibility, if applicable	
☐	Update access, equipment, and directory records	
☐	Notify the employee and relevant stakeholders	
☐	Retain approvals and supporting documentation	



4. Authorization

ROLE	NAME / SIGNATURE	DATE
Manager		
Human resources		
Finance / payroll, if required		
Employee acknowledgement, if used		

Use notes

Educational use only. This template is a general operational aid, not legal, tax, payroll, benefits, safety, or other professional advice. Adapt it to your organization, protect confidential information, verify current requirements, and consult qualified advisors when appropriate.

Version 1.0 | Last reviewed August 21, 2026 | © 2026 Lvl Haus LLC