

**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 CountryWide HR 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"/> Other			

**SPECIAL INSTRUCTIONS**

 \_\_\_\_\_  
 \_\_\_\_\_

*I authorize CountryWide HR to change the above listed items.*

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

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