



Personnel Status Change Notice

HR CHECKLIST	DATE:
Entered in ChildPlus (Head Start only)	
Entered in ADP	
Terminated in ADP	
COBRA	
John Hancock	

New Hire
 Re-hired
 Transfer
 Salary Increase
 Re-evaluation of existing job
 Termination/Resignation/Lay-off

Explanation of Change:

Employee Name:

SECTION 1 – EMPLOYEE

Date of Hire:	Birth Date:	Sex (M or F):	Race:
Social Security Number:		Home Phone Number:	
BCAP e-mail address:			
Home Address:			

SECTION 2 – JOB INFORMATION

Effective Date Of Change:	Position Title:	<input type="checkbox"/> Collaboration position (Head Start only)
Home Department:	Location: <input type="checkbox"/> Van Sciver <input type="checkbox"/> Woodlane <input type="checkbox"/> Main Office <input type="checkbox"/> Delanco <input type="checkbox"/> Browns Mills <input type="checkbox"/> Lumberton <input type="checkbox"/> Pemberton	

SECTION 3 – ALLOCATIONS

Dept. : %	Dept. : %	Dept. : %	CFO Approval: Initial: _____ Date: _____
Dept. : %	Dept. : %	Dept. : %	
Dept. : %	Dept. : %	Dept. : %	
Dept. : %	Dept. : %	Dept. : %	

SECTION 4 – EMPLOYMENT STATUS

New Employment Status - Check one: <input type="checkbox"/> Full time <input type="checkbox"/> 10 Mo. <input type="checkbox"/> 12 Mo. <input type="checkbox"/> Part time; Weekly Hours: <input type="checkbox"/> Other:	Previous Employment Status - Check one: <input type="checkbox"/> Full time <input type="checkbox"/> 10 Mo. <input type="checkbox"/> 12 Mo. <input type="checkbox"/> Part time; Weekly Hours: <input type="checkbox"/> Other:
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SECTION 5 – WAGE / SALARY

Effective Date:	
Current Hourly Wage: \$	New Hourly Wage: \$
Current Annual Salary: \$	New Annual Salary: \$

SECTION 6 – TERMINATION/LEAVE

Date of actual last day worked:	Termination Reason:
<input type="checkbox"/> All company property has been returned	

SECTION 7 – AUTHORIZATION

Requested By:	Date:
Approved by Chief Officer/Director:	Date:
Approved by Chief Financial Officer:	Date:
Approved by Chief Executive Officer:	Date: