

## About the Document

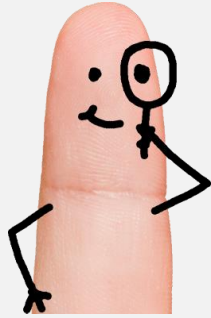
<b>name</b>	HA-HR-4400-M. Employee Status Change Form
<b>owner</b>	HR
<b>access &amp; use</b>	All Staff
<b>what it is</b>	A form used to record changes to an employee's employment matters.
<b>who uses it</b>	<ul style="list-style-type: none"> <li>◆ Employees, HR and Managers use the form to communicate changes related to employees and to obtain approvals for changes where necessary.</li> <li>◆ HR and Payroll ensure that the form is completed to comply with approval and audit processes.</li> <li>◆ A copy of the completed form is kept in the employee's file.</li> </ul>

## Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.
- ◆ If required, copy and paste to add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.
- ◆ Delete table rows you don't need. Select the unused rows, then right-click and select **Delete Cells**. In the **Delete Cells** dialog, select **Delete entire row** and click **OK**.

## Instructions – Completing the Employee Status Change Form

1. Complete this form electronically.
2. Save a copy of this master template form to an appropriate directory.



# PREVIEW

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