

About the Document

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

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.

This page is not available for preview.
Sign up for a free Trial and download this template now! [Link in footer.](#)

This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.