

## SOUTHERN OREGON UNIVERSITY STATUS CHANGE FORM

<b>1. EMPLOYEE LEGAL NAME</b>	<b>ID#</b>					
<b>Reason for Action</b>	<b>Select One:</b>		<b>If Other Explain:</b>			
<b>Change In:</b>	<b>FROM</b>		<b>TO</b>			
<b>2. DEPARTMENT</b>						
<b>3. POSITION TITLE</b>						
<b>4. POSITION NO.</b>						
<b>5. APPT TYPE</b>	Appointment FTE		Appointment FTE			
<b>6. APPT TERM</b>	Months:		Months:			
<b>7. APPT DATES</b>	From:	To:	From:	To:		
<b>8. RATE OF PAY</b>	\$		\$			
<b>9. EMP CATEGORY</b>						
<b>10. ACADEMIC RANK</b>						
<b>11. CONTRACT CHANGE</b>						
<b>INDEX CODE CHANGE</b>						
	<b>FROM</b>	<b>%</b>	<b>TO</b>	<b>%</b>	<b>EFFECTIVE DATE</b>	
<b>12. INDEX CODE</b>						
<b>13. INDEX CODE</b>						
<b>14. INDEX CODE</b>						
<b>15. PAY STATUS CHANGE TO: (Check all that apply and attach supporting documents as needed)</b>						
<b>Military</b>	<b>Jury Duty</b>	<b>Search and Rescue</b>	<b>Education Leave</b>	<b>Other</b>	<b>FROM: Date Effective</b>	<b>PAYROLL USE ONLY</b>  <b>EFFECTIVE:</b> <b>Benefit Initial:</b>
<b>Retire</b>	<b>Terminate</b>	<b>Resign</b>	<b>LWOP</b>	<b>FMLA</b>	<b>TO: Date Effective</b>	
<b>COMMENTS:</b>						
<b>APPROVALS</b>						
<b>REQUESTED BY: DEPARTMENT</b>					<b>DATE:</b>	
<b>BUDGET:</b>					<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>					<b>DATE:</b>	
<b>DEAN / DIRECTOR:</b>					<b>DATE:</b>	
<b>VICE PRESIDENT / PROVOST or PRESIDENT</b>					<b>DATE:</b>	
<b>For HR USE:</b>						
Date Copy to Benefits _____						
Date Copy to Payroll _____						
<b>HRS forms revised 09/14/2017</b>						