

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

1. Effective Date of Change		2. Date Prepared		CHANGE IN STATUS FORM				THIS FORM IS NOT A CONTRACT OF EMPLOYMENT		
3. GWID		4. Name(Last) (First) (Middle Initial)		5. Current Position Title			6. Employee Class	7. Grade		
8. Action Requested		9. Payroll Mode		10. Employment Category		11. Current Change to				
Promotion Redistribution Termination Leave of Absence Extension Transfer Rate/Salary Adjustment Add Postion Reclassification PAR# _____ Other _____		Current: Change to: Monthly Monthly BW BW No Change		Current: Change to: Reg F/T Reg F/T Reg P/T Reg P/T Temp Temp No Change		Union Union Non Union Non Union Uniform allow\$ _____ Uniform allow\$ _____ Other _____ Other _____ No Change				

THIS SECTION SHOWS THE EMPLOYEE'S CURRENT SALARY DISTRIBUTION STATUS 13.HOME DEPT. _____ 14.BANNER HOME INDEX _____

12. Department or Sponsored Project Award	Banner Index	Account No	Full Time%	Annual Salary	Monthly Salary	Finish Date	Base Rate	Project	Task	Award	Position Class	Pos No/ Suffix
1												
2												
3												
4												

Premium Pay: Shift1 _____ Shift2 _____ Weekend _____ Special _____ On Call _____

THIS SECTION SHOWS THE EMPLOYEE'S NEW SALARY DISTRIBUTION STATUS 16.HOME DEPT. _____ 17.BANNER HOME INDEX _____

15. Department or Sponsored Project Award	Banner Index	Account No.	Full Time%	Annual Salary	Monthly Salary	Finish Date	Base Rate	Project	Task	Award	Position Class	Pos No/ Suffix
1												
2												
3												
4												

Premium Pay: Shift1 _____ Shift2 _____ Weekend _____ Special _____ On Call _____

Email of Preparer: _____

18. New Position Title		19. New Employee Class	20. New Grade	21. New Annual Salary		22. Reason for LOA or Termination		23. LOA Begin Date		24. LOA Return Date	
25. If Employee is Transferring, Show Total Leave Accrued: Annual _____ Sick _____				26. If Employee is Terminating, Last Day in Paid Status _____ Last Day Worked: _____			27. Days Annual Leave Due		28. Eligible for Rehire Yes No		
29. Remarks			30. Initiated By: _____			Ext: _____ Date _____		33. Budget Authorization		Date _____	
			31. Dept Head(Signature): _____			Ext: _____ Date _____					
			32. VP or Dean(Signature): _____			Ext: _____ Date _____		34. Personnel Payroll Adj Reqd		Date _____	

NOTE: PLEASE FORWARD LEAVE RECORDS FOR ALL TRANSFERS AND TERMINATIONS