# Homespace Corp

## Employee Status Change

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Profile | | | | | | | | | | | |
| Employee Name: | |  | | | | Social Security #: | | |  | | |
| Date: | |  | | | | Date Effective: | | |  | | |
|  | | |  | | |  | | | |  | |
| Employment Changes | | | | | | | | | | | |
| New Hire: |  | Job Title: | |  | | | | Department: | | |  |
| Rehire: |  | Job Title: | |  | | | | Department: | | |  |
| Temporary: |  | Start Date: | |  | End Date: | |  | Department: | | |  |
| Replacement: |  | Start Date: | |  | End Date: | |  | Department: | | |  |

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| Classification Changes | | | | | | | | |
| Change |  |  | | Old Information | | New Information | | |
| Transfer: |  | Title/Dept: | |  | | Title/Dept: | |  |
| Promotion: |  | Title/Dept: | |  | | Title/Dept: | |  |
| Demotion: |  | Title/Dept: | |  | | Title/Dept: | |  |
| Title: |  | Title/Dept: | |  | | Title/Dept: | |  |
| Shift: |  | Shift: | |  | | Shift: | |  |
| Location: |  | Location: | |  | | Location: | |  |
| Salary: |  | Salary: | |  | | Salary: | |  |
| Status: |  | Status: | |  | | Status: | |  |
| Other changes: | | | | | | | | |
| Notice Of COBRA Rights? | | |  | | Date Provided: | |  | |
| Election Of COBRA? | | |  | | Date Started: | |  | |

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| Additional Compensation/Benefits Information |
| Please List Any Additional Changes in Compensation or Benefits: |
| Please List Any Other Changes Not Listed Above: |

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| Verification of Changes | | |
| Approved By: | |  |
| Signature |  | Date |
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