



Personnel Status Change Form

Human Resources Department
10 East South Street
Wilkes-Barre, PA 18766
570-408-3356 | fax x7879

Supervisor: Complete all that applies for any personnel change (i.e., new hire, transfer, promotion, stipend, and termination)

Form with fields: First Name, MI, Last Name, Employee WIN, Address (Street), (City), (State & Zip)

Status Change(s)

To be completed by Supervisor. (Check all that apply to status change)
Includes checkboxes for New Hire, Transfer, Salary, Promotion, Retire, Termination, Faculty Only, Staff Only, and various employment types.

Effective Date: End Date (If applicable)
Previous New (if no change, write same)
Position Title
Department Name
Annual Salary or Hourly Rate
Supervisor

To be completed by Human Resources

Position Number Employee Class Salary Grade

Stipend or Grant Request (circle the one that applies)

To be completed by Supervisor.
Total \$ Effective Date Position #
Justification:

Budget

To be completed by Supervisor/Budget Manager. (Complete only if different than current position established)
Fund Org Acct Prog Percentage

Termination

To be completed by Supervisor. (Attach letter of resignation and forward to HR)
Resignation Effective Date Last Day Worked

Indicate Reason for Separation

() End of Contract () Position Abolished () Terminated - Eligible for Rehire () Terminated - Ineligible for Rehire
() Retirement () Deceased () Voluntary Resignation () Other

Comments:

Signature of Grant Officer (Signature of Grant Officer required if position is Grant Supported) Date:
Signature of Department Supervisor Date:
Signature of Next Level Supervisor Date:
Signature of President/Vice President/Provost Date:
Signature of Human Resources Date: