



CHANGE OF STATUS

☐ Toyota ☐ Chrysler ☐ Nissan ☐ Ford BHC
☐ Ford KGM ☐ Powersports ☐ KGM Honda ☐ KGM Chevy

Employee: _____

Effective Date: _____

Position: _____

Hire Date: _____

Change:

☐ Pay Change

☐ Part/Full Time

☐ Leave of Absence

☐ Position

☐ Temp/Regular

☐ Store

☐ Exempt/Non-Exempt

☐ Department

☐ Resignation / Termination

From:

To:

Reason for change: _____

Approvals:

Supervisor/Manager

Date

HR Director

Date

HR Received/Processed

Date