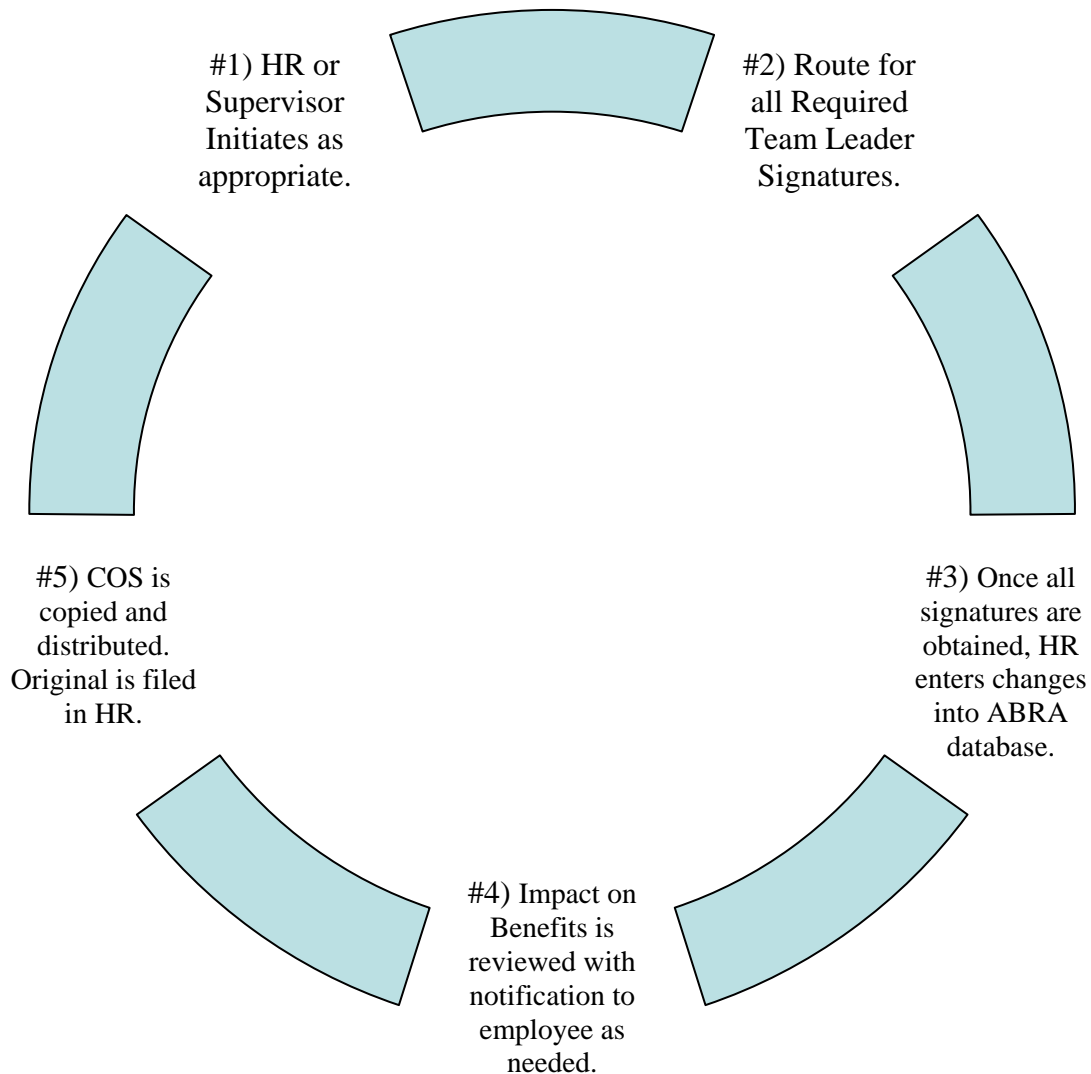


## Change of Status Procedures



### **What is a Change of Status?**

A Change of Status or Wage Authorization form is a form necessary to document all employee/employer relationship agreements. It is also necessary for grant purposes when being audited to have this information on file. Therefore, all information on the changes of status MUST be current and kept CONFIDENTIAL.

### **Reasons HR Would Initiate a Change of Status**

- An employee is promoted from within through the job vacancy process.
- An employee was made a job offer which included a pay increase upon successful completion of their 90 day performance appraisal period.

### **Reasons Supervisors Initiate a Change of Status Request**

- Any type of change to the employee/employer work agreement or agency restructuring (ie. Work site, location, status, supervisor, rate of pay or FLSA status).