

Change of Status Form
Temporary and On-call Employees
For use within MSU Extension Only

This form should be used to make an **employment change** to a **current / active temporary or on-call employee**.

This form must be completed and submitted a minimum of two **(2) weeks prior to the effective date of the change**. To submit the form, send to MSUE.TOC.Student@msu.edu.

*For additional information, please refer to the **MSUE Employment Guide for Temporary and On-call Employment**, located on the **MSUE HR OD** web page: http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms.

**Fields in red are required*

EMPLOYEE INFORMATION

First Name:

Last Name:

MSUE Institute/Organizational Unit:

Program/Initiative:

Work Location (building/address)

On-campus:

Off- campus: County

District

Work Location Phone number:

TYPE OF CHANGE

**If temporary or on-call employee will be changing job duties/ job titles along with any of these changes, please reach out to MSUE HR prior to form submission as position may need to be posted.*

Employment Type Change (i.e. temporary to on-call or vice versa)

Current Employment Type:

New Employment Type:

Effective Date for this Change:

Employment Percent Change (increase or decrease of employment percent/hours worked per week)

Current Employment Percent:

New Employment Percent:

Effective Date for this Change:

Pay Rate Change

Current Rate of Pay:

New Rate of Pay:

Effective Date for this Change:

Supervisor Change

Current Supervisor:

Institute/Organizational Unit of **Current** Supervisor:

New Supervisor:

Institute/Organizational Unit of **New** Supervisor:

Effective Date for this Change:

Justification for this change:

Name of supervisor or person requesting this change:

Date:

Signature of supervisor or person requesting this change:

To submit this form, email it to MSUE.TOC.Student@msu.edu.

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Approvals:

FO

ID and/or DD

HR

Notes/Comments: