INSTRUCTIONS FOR
EMPLOYEE STATUS CHANGE FORM

SPECIAL NOTES:
YOU MUST USE ADOBE ACROBAT READER
YOU CANNOT USE EREADER
WHEN YOU ARE READY TO SEND BACK THE DOCUMENT YOU CANNOT PRINT AND SCAN
YOU MUST SAVE THE ORIGINAL DOCUMENT AND ATTACH IT TO THE EMAIL

1. Open and Save form to any file you prefer
2. One you fill in the form you need to File: Save AS (use Employee Name) and then again put it in a file. I would create a folder in whatever location and name it Employee Status Change – 2020-21.
3. Then you will need to EMAIL the form (preferably using the envelope icon in Adobe) to the person you would have normally sent the paper form to. AGAIN – Do NOT print and scan it back.
4. You will need to be sure to complete ALL of the fields at the TOP that are BLUE.
5. Be sure to look for the field HIGHEST DEGREE or # of college hours if it applies to the change you are requesting.
6. Once you are in Section A or B you will need to complete all of the fields. NOTE: Some fields will be pink when you click on them. ONLY the PINK fields are optional.
7. You MUST complete the Effective Date of Change.
8. It is VERY IMPORTANT to complete the REPLACES field in Section B
9. All YELLOW Fields are for Personnel use ONLY.

   PLEASE NOTE: Employee Signature is optional. Supervisor Signature is REQUIRED.