

NORTH KITSAP SCHOOL DISTRICT #400 - HUMAN RESOURCES

CHANGE OF STATUS FOR CLASSIFIED EMPLOYEE

IMPORTANT: Include all assignments (even if not changing)

EMPLOYEE NAME:	EFFECTIVE DATE:
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REASON FOR CHANGE:

CURRENT ASSIGNMENT BREAKDOWN:	BLDG	HR: MIN:	DAYS/WK	NEW ASSIGNMENT BREAKDOWN:	BLDG	HR: MIN:	DAYS/WK	HR USE ONLY
			(MTRF)				(MTRF)	
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Total Hours/Day: _____				Total Hours/Day: _____				

CURRENT ASSIGNMENT BREAKDOWN:	BLDG	HR: MIN:	DAYS/WK	NEW ASSIGNMENT BREAKDOWN:	BLDG	HR: MIN:	DAYS/WK	HR USE ONLY
			(W)				(W)	
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Acct Code: _____				Acct Code: _____				
Total Hours/Day: _____				Total Hours/Day: _____				

NOTES:

AUTHORIZATION:

Print: _____	Print: _____	Print: _____	Print: _____
Sign: _____	Sign: _____	Sign: _____	Sign: _____
BUILDING ADMIN	PROGRAM ADMIN (if Applicable)	BUDGET APPROVE	HUMAN RESOURCES
DATE: _____	DATE: _____	DATE: _____	DATE: _____