

Town of Ellington

This form is required to be completed by Department Heads for changes that affect the employment status of multiple seasonal employees.

Complete, sign and forward to Human Resources.

Change of Status **Form for Multiple Employees**: Department _____

Select one: ☐ Start of Assignment (Hire) ☐ End of Assignment (Term) ☐ Other _____

Use fillable form or print clearly

Employee Name	Current Title	Rate of Pay (Hires Only)	Effective Date of Hire/Termination	New Employee	Returning Employee

Department Head

Town Administrator

Finance Officer

Human Resources

☐ Scanned to Payroll ____/____/____

☐ Human Resources

☐ Department Head