



Employee Change Form

Shaded fields are for HR-use only. Please submit your completed form online at <http://hrsc.weill.cornell.edu>.
If organization change involves more than one reporting change, see page 2

Date Prepared

Employee ID Number	Employee Name (Last, First, Initial)	Work Phone	Bldg	Floor	Room	Box #

Employee CWID	<i>Current Position #</i>	Current Org. Unit Name / #	Cur. Grade	Current Annual Salary	Current Non-Exempt Hourly Rate	Current Temp Hourly Rate

Choose Current Status:

- ☐ Exempt ☐ Fac/Acad ☐ Temp
☐ Non-Exempt ☐ Student

Begin Date	End Date	New Position Title	<i>New Position #</i>	<i>Emp. Group</i>	<i>Emp. Subgroup</i>	Reports To (Name/Title)

FTE	BW Hours	Grade	Annual Salary	Non-Exempt Hourly Rate	Temp Hourly Rate	New Org. Unit Name / #	New Personnel Sub Area #	New Fund Center #

Choose New Status:

- ☐ Exempt ☐ Fac/Acad ☐ Temp
☐ Non-Exempt ☐ Student

Approvals

Department Administrator

Department Designee

Divisional Administrator

Compensation

HR Solution Center

Signature

Date

Comments:

Reason for Action

If this will result in a staff structure change, see page 2

- ☐ Promotion
- ☐ Probationary Increase
- ☐ Adjustment to Minimum
- ☐ Annual Increase
- ☐ Organization Structure Update
- ☐ Equity Increase / Market Adjustment
- ☐ Correction to Salary
- ☐ Temporary Assignment Increase
- ☐ End Date of Temporary Assignment Increase
- ☐ Ingrade Increase
- ☐ Intradepartmental Job Transfer (Within Same Department)
- ☐ Change of Hours
- ☐ Sabbatical
- ☐ Unpaid FMLA Leave of Absence
- ☐ Disability Leave
- ☐ Workers Comp Leave
- ☐ Return from Leave
- ☐ Unpaid Personal Leave of Absence
- ☐ Other (Please Specify Below)

PO Position? ☐ Yes ☐ No

HRC #



Employee Change Form- Page 2 (for multiple org structure employee changes)

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Effective Date

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Current Org Unit

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Current Manager:

Name:

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Position #:

To:

Org Unit #:

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Parent Org Unit #:

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Manager:

Name:

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Position #:

Employees Moving:

[illegible]