



# Blount County Government Employee Status Change



**EMPLOYEE NAME** \_\_\_\_\_  
AS FOUND ON SS CARD

**EFFECTIVE DATE** \_\_\_\_\_ **EMPLOYEE ID #** \_\_\_\_\_

**CHANGE IN DEPARTMENT?**  YES  NO

IF YES, WHAT IS THE NEW DEPARTMENT \_\_\_\_\_

**CHANGE IN SUPERVISOR?**  YES  NO

IF YES, WHO IS THE NEW SUPERVISOR \_\_\_\_\_

**CHANGE IN POSITION TITLE?**  YES  NO

IF YES, WHAT IS THE NEW POSITION TITLE \_\_\_\_\_

**CHANGE IN SALARY?**  YES  NO

IF YES, WHAT AMOUNT IS THE NEW SALARY \_\_\_\_\_

**CHANGE IN ACCOUNT NUMBER?**  YES  NO

IF YES, WHAT IS THE NEW ACCOUNT NUMBER \_\_\_\_\_

**CHANGE IN EMPLOYMENT STATUS?**  YES  NO

IF YES, WHICH STATUS CHANGED    EXEMPT     NON-EXEMPT     PART-TIME     FULL-TIME

**COMMENTS** \_\_\_\_\_

**SIGNATURE OF PREPARER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HUMAN RESOURCES OFFICE USE ONLY**

EMPLOYEE STATUS CHANGE(S) ENTERED INTO KRONOS?    YES     NO

ACCURALS ENTERED INTO KRONOS FOR STATUS CHANGE(S)?    YES     NO

ANY CHANGES TO BENEFIT ELIGIBILITY?    YES     NO

**COMMENTS** \_\_\_\_\_