



# Employee Status Form

## EMPLOYEE PROFILE

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Date Effective: \_\_\_\_\_

Position: \_\_\_\_\_

## EMPLOYEE APPOINTMENT

**New Employee** Job Title: \_\_\_\_\_ Rate: \_\_\_\_\_

Full-Time (Employee eligible for full benefits)

Permanent Part-Time (20-39 hours/week) (Employee eligible for prorated health, vacation, holiday, and sick leave benefits)

Permanent Part-Time (<20 hours/week) (Employee eligible for prorated vacation and holiday benefits only)

Hourly Part-Time (Employee is not eligible for benefits)

Seasonal/LTE

Intern

For Wisconsin Retirement System eligibility, this employee is expected to work:

<600 hrs./year (<12 hrs./week)       <1,200 hrs./year (<23 hrs./week)       >1,200 hrs./year (>23 hrs./week)

## CLASSIFICATION CHANGES

**Employee Change (please check all that apply)**

Promotion Old Status: \_\_\_\_\_ New Status: \_\_\_\_\_

Compensation Old Rate: \_\_\_\_\_ New Rate: \_\_\_\_\_

Resignation Last Day of Work: \_\_\_\_\_

Dismissal Last Day of Work: \_\_\_\_\_

Retirement Last Day of Work: \_\_\_\_\_

Hours of Work (Please explain) \_\_\_\_\_

Other \_\_\_\_\_

## VERIFICATION OF CHANGES

Recommended By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Administrator)