

Submit to Human Resources for Review

Grand Forks County requires an employee status change form be submitted for all changes involving hires, position changes, compensation changes, and terminations. In extreme extenuating circumstances department managers may work with the Director of Human Resources to follow an alternate process.

Deadline

Forms are required to be submitted to Human Resources/Payroll **7 business days** prior to the Commission meeting. Any forms submitted after the deadline will be pushed until the next Commission meeting.

Employee/Position Information

Employee Name _____ **Effective Date** _____

Department: _____ **Replacing:** _____

Status Change: New Hire Rehire Transfer From: _____
To: _____

Position Change Position Reclassification

Separation Information

Voluntary Separation Resignation (Include letter) Reason: _____ Transfer Retirement

Involuntary Separation Termination (include documentation) Reason: _____ Layoff/RIF

Position Classification/Pay Grade

From Grade/Step: _____ To Grade/Step _____
Job Classification: Exempt Salary Non-Exempt Hourly

Position Title: _____

Other Information

Payroll use only

Control Code: _____

Social Services use only

Merit System State Position _____ Class Code _____

Cost Pool: _____

Correctional Center use only

Number of hours in pay cycle: _____ Number of hours worked: _____ Percent of pay cycle worked: _____

Vacation Hours: _____ Sick Leave Hours: _____

Signatures

Requestor Signature _____ Date: _____

Printed Name

HR use only

Review meeting required No Yes Attach review HR Offer Review form **Commission Review Required**

HR Signature _____ Date: _____

Printed Name:

Commission use only

Commission Approval Signature _____ Date _____
Commission Chair