

Change of Status



The employment relationship between Branscome Inc. and its employees is at-will and voluntary. This document is not a contract.

General information	
Employee (Last, First M.I.):	
Region:	
Date of Report:	
Employee Number:	
Crew # or Department:	
Supervisor:	
Change Information:	
Type of Change	Wage Rate Change
Classification/Job Title Change	Employee Transfer
Hourly to Salary Status (Exempt/Non-exempt)	Salary to Hourly Status
Rate Change from:	To:
Classification Change from:	To:
Effective Date:	
Remarks (include detailed explanation for change)	
Signatures of Approval	
Supervisor Approval:	Date:
Management Approval:	Date:
President Approval:	Date:
HR Manager Approval:	Date:
Employee Signature	
Employee:	Date:

Confidential: This document is the property of Branscome Inc. and may not be copied or disclosed to others without authorization.