



Change of Status Request

Revised: 07/13/2022

Discussion with employees regarding increases, promotions, or any other change of status occur only after the offer letter is received by the submitting supervisor/manager. Effective date will be communicated when all all documents have been signed and received by the COS Coordinator.

Employee Name:

Employee ID:

Date Submitted:

Requested Effective Date:

Staffing Office:

Effective dates will always be a Monday

	CURRENT		NEW	
JOB TITLE				
REPORTS TO/MANAGER				
CHANGE OF STAFFING OFFICE				
REASON	PROMOTION		CHANGE IN TITLE	
	TRANSITION (Demotion)		CHANGE IN REPORTING	
	TRANSFER		OTHER (Specify in Comments Section)	
	FULL TIME TO PART TIME (Max of 30 hours scheduled per week)		PART TIME TO FULL TIME (Min of 30 hours scheduled per week)	
COMMENTS:				

MANAGER'S NAME: _____

(Type in name in box, do not import signature)

Send form and any questions to: COS@stratospherequality.com

For HR Use only

Meets job description qualifications	
Not on a corrective action plan prior 90 days	
Review benefits	
Relocation Package offered	
Credit Card	
Car Allowance	

Current Pay rate	\$	Verified by:
	Hourly (base pay only) \$	Verified by:
	Annual Salary \$	Verified by:
DOH:	Re-Hire:	

HR Approval _____ Date: _____