Employee Hire, Change, Termination Form

- Hire
- Cost of Living Adjustment
- Rehire
- Classification Change
- Termination (must supply reason)
- Formal Leave
- Staff
- Admin.
- Faculty
- HIU Student
- Merit Increase
- Other

Name: ____________________________  ID #: ____________________________

Ledger Acct #: ____________________________
Job Title: ____________________________
Full Time  Part Time*  Seasonal*
Exempt  Non-Exempt
Average hours per week: ____________________________

Benefits: Start date ______________  End date ______________
Medical
Dental
Life/Disability

W/C Classification Code: ____________________________

Supervisor: _________________________________________________________________________________________  Date:  ________________
Human Resources: ___________________________________________________________________________________  Date:  ________________
Administrator: _______________________________________________________________________________________  Date:  ________________

Business Office
2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901
FAX (714) 681-7512

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