

RUTHERFORD COUNTY

EMPLOYEE HIRE OR CHANGE OF STATUS SHEET

This sheet is to be given to the Finance Department when a new employee is hired or any time there is a status change.

DATE: _____

CHECK ONE: _____ NEW HIRE _____ CHANGE OF STATUS

EFFECTIVE DATE OF CHANGE: _____

EMPLOYEE NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SOCIAL SECURITY NUMBER: _____

JOB CLASSIFICATION/TITLE: _____

HIRE DATE: _____

SALARY: _____

FOR THE REASON OF: _____

PAY GRADE: _____ ACCOUNT #: _____

POSITION #: _____

DEPARTMENT

APPROVED BY

DATE