



Employee Hire, Change, Termination Form

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

☐ Hire ☐ Rehire	☐ Cost of Living Adjustment☐ Classification Change	☐ Termination (must supply reason)		☐ Formal Leave Reason:			☐ Staff ☐ Admin.
☐ Merit In	crease						☐ Faculty
□ Other				Anticipated return da	te:		☐ HIU Student
Name:				ID #:		Effective Date:	
Ledger Acct #:			HR Use Only			Comments	
			Benefits: Start date	End date			
☐ Full Time ☐ Part Time* ☐ Seasonal* ☐ Exempt ☐ Non-Exempt		<u> </u> *	☐ Medical				
			☐ Dental				
*Average hours per week:			☐ Life/Disability				
	Hourly Semi Mon	thly Rate	W/C Classifi	cation Code			
Base Rate							
			Signatures/App	provals			
Supervisor	:	Date:					
Human Resources:							
Administrator:							
41203112							



41203112

Employee Hire, Change,

Business Office

1928	Т	erminat	tion Fo	rm	Fullert	00 E. Nutwood Ave. on, CA 92831 USA (714) 879-3901 AX (714) 681-7512
	e Classification Change					Dr. k
☐ OtherName:			Anticipated return date	:		☐ HIU Student
Ledger Acct #:	HR Use Only			Commen	ts	
Job Title: ☐ Full Time ☐ Part Time* ☐ Seasonal* ☐ Exempt ☐ Non-Exempt *Average hours per week:		Benefits: Start date Medical Dental Life/Disability	End date			
Hourly Semi Month Base Rate	W/C Classific					
		Signatures/App	provals			
Supervisor:						
Human Resources:		Date:				
Administrator:	Date:					