



Change of Status

EMPLOYEE INFORMATION:

Club Name: _____

Employee Name: _____

Title/Position: _____

Department: _____

Current Salary/Hourly Rate: \$ _____

Current Status: ☐ Full Time ☐ Part Time

Directions: Department Head/Supervisors please complete and provide to GM (and VP of Ops if the raise is above 3% of the associates current rate) for Paycom update. Email approval is permitted, however, a PDF of the approval has to be attached to the PAF in order to be approved.

Note: Address / Phone Number / Email / Direct Deposit / Tax changes should be completed by EE in ESS/Paycom.

CHANGE OF STATUS: (Complete Applicable Fields)

Reason for Change of Status: _____
(Rate Change, Status Change, Inactive, Leave of Absence, Deceased, Retired, Rehired, Transfer, etc.)

Effective Date of Change: _____ New Status: ☐ Full Time ☐ Part Time

New Annual Salary/Hourly Rate: \$ _____ New Title/Position/Dept: _____

GM: Please update Paycom using Personnel Action Form (PAF) – Employee Position Status Change {For PT to FT, or FT to PT changes}.

GM: Please update Paycom using Personnel Action Form (PAF) – Change Position and Compensation {For position, rate, dept., pay type changes}.

Paycom – date updated: _____

Date of Insurance Enrollment or Cancellation due to change of status: _____

Date Insurance Deductions were removed or added in the payroll system: _____

Transferred to/from another Bobby Jones Links Club (Name): _____ Transfer Date: _____

Please notify Human Resources.

SEPARATIONS: (Terminations or Resignations)

Separation Date: _____ Date of Final Paycheck: _____

Reason for Separation: _____

Severance Terms and Amounts (If Applicable): _____

Date of last paycheck with deductions for insurance /Aflac/Garnishments/Child Support? _____

Date Insurance Coverage Ends (if applicable): _____

GM: Please update Paycom using Personnel Action Form (PAF) – Termination {Voluntary / Involuntary}.

Paycom – date updated: _____

SIGNATURES:

Department Head: _____ Date: _____

GM: _____ Date: _____

VP of Operations: _____ Date: _____