



**POLICY 06:16:00
EMPLOYEE STATUS CHANGE**

In the event of any change in employee status (educational status, marital status, name change, address change, citizenship status, etc.) a Human Resources [Personnel Action Form](#) should be completed by the employee and/or administrative supervisor, whichever is appropriate. The form should be signed and routed as indicated on the form, and distribution will be made by the Human Resources office.

Approved: Executive Council, March 4, 1991
Approved: President Allen G. Edwards, October 1, 2001
Editorial Changes, February 16, 2005
Editorial Changes, May 15, 2009
Reviewed/Recommended: President's Staff, March 29, 2010
Approved: President Allen G. Edwards, March 29, 2010
Reviewed/Recommended by President's Council, September 28, 2015
Approved by President L. Anthony Wise Jr., September 28, 2015