



**JOB STATUS UPDATE FORM – PROBATION EXTENSION
ONE FORM PER EMPLOYEE**

Extend Probationary Period

Change to Active Status

Position No.	Dept. ID	Employee ID	Empl Rcd	Employee Name

Note : Change to active status is only required if the employee was previously placed on a probation extension

Extend Probationary Period

The above referenced employee has been placed on a probation extension. By selecting this box, I certify that in order to place the employee on active status, a new copy of this form must be completed and submitted to EMACS HR.

New Status End Date (approximate)

Change to Active Status

The above referenced employee has completed their probation extension and is approved to move to active status. By selecting this box, I certify that their Job Status can be changed from Probationary to Active.

Active Status Effective Date

HRBP signature must be obtained for the updates to be entered into EMACS

Department Contact (Print Name)	Department	Phone Number	Date
Human Resources Business Partner (HRBP) (Print & Sign)		Phone Number	Date

DISTRIBUTION: Original - EMACS-HR (0030)

Keyed By (Employee ID)	Date