

# Payroll/Status Change Notice

Employment Agency

CMG

Effective Date 7/18/11

Employee

Moore Rachael  
Last First Middle

Social Security #: \_\_\_\_\_ Dept.: \_\_\_\_\_

Employee/Payroll Number \_\_\_\_\_

## Change(s)

	<u>base</u> From	<u>base</u> To (or New Hire)
Department	\$ <u>0</u> Per <u>hr</u>	\$ <u>7.50</u> Per <u>hr</u>
Job Title	\$ _____ Per _____	\$ _____ Per _____
Shift	\$ _____ Per _____	\$ _____ Per _____
<input checked="" type="checkbox"/> Salary/Wage	\$ _____ Per _____	\$ _____ Per _____
Other	\$ _____ Per _____	\$ _____ Per _____

## Reason For Change(s)

- |                                    |  |                                      |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Demotion  | <input checked="" type="checkbox"/> Merit Increase | <input type="checkbox"/> Rehired     |
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Probation Complete        | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> New Hire  | <input type="checkbox"/> Promotion                 | <input type="checkbox"/> Retirement  |
| <input type="checkbox"/> Layoff    | <input type="checkbox"/> Reevaluation              | <input type="checkbox"/> Transfer    |
| <input type="checkbox"/> Other     |  |                                      |

## Leave of Absence

- |                                      |                                       |                                   |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Medical      | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military    | <input type="checkbox"/> Family Leave |                                   |
| <input type="checkbox"/> Other       |                                       |                                   |

Comments: \_\_\_\_\_

Change Authorized By: [Signature] Date: 7/18/11

Change Approved By RF: [Signature] Date: 7/28/11

Change Approved By Agency: [Signature] Date: 7/20/11