

**Payroll/Status
Change Notice**

Employment Agency

CMG

Effective Date: 7/18/11

Employee Kathya Tan
Last First Middle

Social Security #: _____ Dept.: _____

Employee/Payroll Number _____

Change(s)

	From	To (or New Hire)
Department	\$ <u>9</u> Per <u>hr</u>	\$ <u>9.50</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)

- Demotion
- Merit Increase
- Rehire
- Dismissal
- Probation Complete
- Resignation
- New Hire
- Promotion
- Retirement
- Layoff
- Reevaluation
- Transfer
- Other _____

Leave of Absence

- Educational
- Medical
- Personal
- Military
- Family Leave
- Other _____

Comments: _____

Change Authorized By: [Signature] Date: 7, 22, 11

Change Approved By RF: [Signature] Date: 7, 22, 11

Change Approved By Agency: [Signature] Date: 7, 22, 11