Payroll/Status Change Notice   Employment Agency

ESSG

Effective Date 8 / 15 / 11

Employee Di Anh
Last   First   Middle

Social Security #: _____ - _____ - _____   **Dept.:** _____

Employee/Payroll Number _____

Change(s)

	From	To (or New Hire)
___ Department	$ 8 Per hr	$ 8.50 Per hr
___ Job Title	$ Per	$ Per
___ Shift	$ Per	$ Per
✓ Salary/ Wage	$ Per	$ Per
___ Other	$ Per	$ Per

Reason For Change(s)

- ☐ Demotion
- ☐ Dismissal
- ☐ New Hire
- ☐ Layoff
- ☐ Other _____

- ☑ Merit Increase
- ☐ Probation Complete
- ☐ Promotion
- ☐ Reevaluation

- ☐ Rehired
- ☐ Resignation
- ☐ Retirement
- ☐ Transfer

Leave of Absence

- ☐ Educational
- ☐ Military
- ☐ Other _____

- ☐ Medical
- ☐ Family Leave

- ☐ Personal

Comments: _____

Change Authorized By: _____ **Date:** 8 / 15 / 11

Change Approved By RF: _____ **Date:** 8 / 16 / 11

Change Approved By Agency: _____ **Date:** ___ / ___ / ___