

**Payroll/Status
Change Notice**

Employment Agency
ESSG

Effective Date 8/22/11

Employee Vhol Thong
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 _____
Salary/ Wage	\$ _____ Per _____	\$ _____ Per _____
Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

- Demotion
- Merit Increase
- Rehired
- 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: 8/22/11
 Change Approved By RF: [Signature] Date: 8/22/11
 Change Approved By Agency: _____ Date: _____

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