

**Payroll/Status
Change Notice**

Employment Agency
CMG

Effective Date 9, 12, 11

Employee Townsee Juan
Last First Middle

Department _____

Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/ Wage	\$ <u>9</u> Per <u>hr</u>	\$ <u>10</u> Per <u>hr</u>
<input type="checkbox"/> Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

- Demotion
- Dept. Transfer
- 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: _____

Office Use Only: Started 9/14/10

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: 3/14/11 From: \$ 8.50 To: \$ 9.00 Reason: _____

Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Change Authorized By: [Signature] Date: 9, 14, 11

Change Approved By RF: [Signature] Date: 9, 15, 11

Change Approved By Agency: _____ Date: _____

[Signature]