Payroll/Status Change Notice   Employment Agency

CHG

Effective Date _9 / 12 / 11_

Employee _Wassie - Kashoun   Esubalew_
Last   First   Middle

Department _____

Change(s)

	From	To (or New Hire)
✓ Salary/ Wage	$ _9_ Per _hr_	$ _11_ Per _hr_
___ Other	$_____ Per _____	$_____ Per _____

Reason For Change(s)

☐ Demotion	☑ Merit Increase	☐ Rehired
☐ Dept. Transfer	☐ Probation Complete	☐ Resignation
☐ New Hire	☐ Promotion	☐ Retirement
☐ Layoff	☐ Reevaluation	☐ Transfer
☐ Other		

_____

Leave of Absence

☐ Educational	☐ Medical	☐ Personal
☐ Military	☐ Family Leave	
☐ Other		

Comments: _Machine Operator_

Office Use Only: _Started 9/14/2011_

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

Date: _3/11/11_ From: $ _8.50_ To: $ _9.00_ Reason: _____

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

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

Change Authorized By: _____ Date: _9 / 14 / 11_

Change Approved By RF: _____ Date: _9 / 15 / 11_

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