

**Payroll/Status  
Change Notice**

**Employment Agency**

CMG

Effective Date 9 / 14 / 11

Employee Hang Thouvida  
Last First Middle

Department \_\_\_\_\_

**Change(s)**

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/ Wage	\$ <u>8</u> Per <u>hr</u>	\$ <u>8.50</u> Per <u>hr</u>
<input type="checkbox"/> 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: \_\_\_\_\_

**Office Use Only:** Started 10/9/11 - first review

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

Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Date: \_\_\_\_\_ From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Change Authorized By: [Signature] Date: 7, 19, 11

Change Approved By RF: [Signature] Date: 9, 19, 11

Change Approved By Agency: [Signature] Date:  / /