

**Payroll/Status  
Change Notice**

**Employment Agency**  
CMG

Effective Date <sup>19 ac</sup> 9/20/11

Employee Sath Johnny  
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
- Rehire
- 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:** 1st 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: 9/20/11

Change Approved By RF: [Signature] Date: 9/20/11

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