

**Payroll/Status
Change Notice**

Employment Agency

CMA

Effective Date 9/19/11

Employee Soto Maria
Last First Middle

Department _____

Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>9.50</u> Per <u>hr</u>	\$ <u>10.50</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: Start 9/14/09

Last 3 Pay Increase (Date and From/To Amount):

Date: 9/14 From: \$ 9.00 To: \$ 9.50 Reason: Review

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

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

Change Authorized By: [Signature] Date: 9, 19, 11

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

Change Approved By Agency: _____ Date: _____

[Signature]