# Payroll/Status Change Notice

**Employment Agency** CMG

Effective Date 9/19/11

Employee Murdock (Last) Blanca (First) (Middle)

Department

## Change(s)

| | From | To (or New Hire) |
|---|---|---|
| ✓ Salary/ Wage | $ 8 Per hr | $ 8.50 Per hr |
| ___ Other | $ ___ Per ___ | $ ___ Per ___ |

## Reason For Change(s)

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

## Leave of Absence

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

Comments:

**Office Use Only:** 1st Review

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

Date: ___ From: $___ To: $___ Reason: ___

Date: ___ From: $___ To: $___ Reason: ___

Date: ___ From: $___ To: $___ Reason: ___

Change Authorized By: [signature] Date: 9/12/11

Change Approved By RF: [signature] Date: ___/___/___

Change Approved By Agency: [signature] Date: ___/___/___