

**Payroll/Status
Change Notice**

Employment Agency

CMG

Effective Date 9/19/11

Employee Mohamed Mason
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 _____

base

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: 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, 19, 11

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

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

[Signature]