Payroll/Status Change Notice   Employment Agency

ESSG

Effective Date 10 / 10 / 11

Employee Murdock Brian
_____
Last   First   Middle

Department _____

Change(s)

	From	To (or New Hire)
✓ Salary/ Wage	$ 6 Per hr	$ 8.50 Per hr
___ 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: 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: _____ Date: 10 / 10 / 11

Change Approved By RF: _____ Date: 10 / 13 / 11

Change Approved By Agency: _____ Date: ___ / ___ / ___