



Your Company Name

123 Company Lane - New York, NY 12345
Tel. (123) 456-7890 - Fax. (123) 456-7890

Employee Status/Payroll Change

Employee Name

Employee Name: _____

Employee ID# _____

Date: _____

DATE EFFECTIVE: _____

Address Change

Street Address: _____ Apt/Suite: _____

City: _____ State: _____ Zip: _____

Phone Change:

Home: _____ Cell: _____

Employee Changes

New Hire Job Title _____ Department _____

Rehire Job Title _____ Department _____

Temporary Start Date _____ End date _____ Department _____

Layoff Start Date _____ End date _____ Department _____

Leave of Absence Start Date _____ End date _____ Department _____

Retirement Start Date _____ Department _____

Classification Changes

Change

Old Information

New Information

Transfer Title/Dept _____

Title/Dept _____

Promotion Title/Dept _____

Title/Dept _____

Demotion Title/Dept _____

Title/Dept _____

Title Title/Dept _____

Title/Dept _____

Shift Shift _____

Shift _____

Location Location _____

Location _____

Salary Salary _____

Salary _____

Hourly Rate Hourly Rate _____

Hourly Rate _____

Status Status _____

Status _____

Other Changes _____

Additional Compensation/Benefits Info

Please list any additional changes in compensation or benefits:

Please indicate any other changes not listed above:

Verification

Completed by:

Authorized by:

Signature: _____ Date _____

Signature: _____ Date _____