

# Personnel Change Notice

☐ Employment ☐ Terminate ☐ Change

Explanation\_\_\_\_\_

Employee	Employee #	S. S. #	Grade Level
Address	City	State	Phone
Job Title	Department	Location	Phone

## Employment

<input type="checkbox"/> New Hire <input type="checkbox"/> Rehired <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Replacement For:						
Hire Date	Start Date	Age	Sex	Marital Status	Education	Shift

## Termination

<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary		Last Day Worked	Pay Through Date	Rehire? <input type="checkbox"/> Y <input type="checkbox"/> N
Hire Date	Start Date	Paid Days Accrued	Severance Pay Approved? <input type="checkbox"/> Y <input type="checkbox"/> N	

## Change

<input type="checkbox"/> Rate/Salary <input type="checkbox"/> Job <input type="checkbox"/> Location	Leave Of Absence: From _____ To _____	
Location Change To:	From:	
Job And Salary Change	Old Title/Salary	New Title/Salary

## Comments


## Approval Signatures

Prepared By:	Date	Supervisor:	Date
Audited By:	Date	Personnel:	Date
Employee:	Date	Personnel:	Date