

EMPLOYEE RECORD CHANGE

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Section: \_\_\_\_\_ Employee ID No.: \_\_\_\_\_

Pay Rate Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Job Classification Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Shift Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Full-Time/Part-Time Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Temporary/Permanent Change:

From: \_\_\_\_\_ To: \_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted By: \_\_\_\_\_

Approved By: \_\_\_\_\_