



Employee Change Notice

Name: _____

Department: _____

Rate Change

Current Rate: _____ Approved: _____

Increase Rate: _____

Effective Date: _____

Department Change

New Department: _____

Additional Department: _____

Additional Rate: _____ Approved: _____

Name and/or Address Change

Name: _____

Address: _____

Phone: _____

Other Changes

Processed in Human Resources

HR/Payroll _____

Date: _____