

EMPLOYEE: \_\_\_\_\_

**NEW HIRE** Effective Date \_\_\_\_\_

Position \_\_\_\_\_ Branch \_\_\_\_\_

Pay rate \$ \_\_\_\_\_ per \_\_\_\_\_

Part Time  Full Time  Temporary  Exempt  Non Exempt

Comments: \_\_\_\_\_

**PAY/STATUS CHANGE(S)** Effective Date \_\_\_\_\_

Initial Employment Period  Completed  Extended

Reason: \_\_\_\_\_ New Date: \_\_\_\_\_

Rate of Pay From: \$ \_\_\_\_\_ Per  Hour  Year

To: \$ \_\_\_\_\_ Per  Hour  Year

Average Hours From: \_\_\_\_\_ Per  Week  Month  Year

To: \_\_\_\_\_ Per  Week  Month  Year

Position/Title Change From: \_\_\_\_\_ To: \_\_\_\_\_

Comments: \_\_\_\_\_

**OTHER CHANGES**

Type of Change	From	To	Effective Date
_____	_____	_____	_____
_____	_____	_____	_____

Comments: \_\_\_\_\_

**TERMINATION OF EMPLOYMENT** Last Date Worked \_\_\_\_\_

Quit with Notice  Quit without Notice  Terminated  End of Assignment

Additional Notes/Comments: \_\_\_\_\_ Eligible for Rehire  Yes  No

APPROVED: \_\_\_\_\_  
Signature Date

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_____	_____	_____	_____
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