# Personnel Change Notice

\_\_ Employment \_\_ Terminate \_\_ Change

Explanation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee | Employee # | | | S. S. # | | | Grade Level |
| Địa chỉ | | City | | | State | Phone | |
| Job Title | Department | | Location | | | Phone | |

**Employment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \_\_New Hire \_\_Rehired \_\_Temporary \_\_Part Time \_\_Replacement For: | | | | | | |
| Hire Date | Start Date | Age | Sex | Marital Status | Education | Shift | |

**Termination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \_\_Voluntary \_\_Involuntary | | Last Day Worked | Pay Through Date | | Rehire? \_\_Y\_\_N |
| Hire Date | Start Date | Paid Days Accrued | | Severance Pay Approved? \_\_Y\_\_N | |

**Change**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \_\_ Rate/Salary \_\_ Job \_\_ Location | | | Leave of Absence: Từ \_\_\_\_\_\_\_\_\_\_\_ đến \_\_\_\_\_\_\_\_\_\_ | | |
| Location Change | Từ | | | Đến: | |
| Job and Salary Change | | Old Title/Salary | | | New Title/Salary |

**Comments**

|  |
| --- |
|  |
|  |

**Approval Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared By: | Ngày | Supervisor: | Ngày |
| Audited By: | Ngày | Personnel: | Ngày |
| Employee: | Ngày | Personnel: | Ngày |