# 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**

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**Approval Signatures**

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