

## PERSONNEL CHANGE RECORD

Employee Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Number: \_\_\_\_\_

### PERSONNEL ACTION RECORD CHANGE:

- |                                    |   |                                      |
|------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Hired     | <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Layoff      |
| <input type="checkbox"/> Transfer  | <input type="checkbox"/> Voluntary Quit | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Termination    |                                      |

	From	To
Department		
Job Title		
Position Grade		
Salary/Pay Charge		
Other:		

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

### APPROVED BY:

\_\_\_\_\_  
Supervisor \_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager \_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department \_\_\_\_\_  
Date

\_\_\_\_\_  
General Manager \_\_\_\_\_  
Date

Payroll Change Processed By: \_\_\_\_\_ Date: \_\_\_\_\_