

# TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 1/1/95  
(DATE & TIME)

EMPLOYEE Wei Chang

SOCIAL SECURITY NO. \_\_\_\_\_ CLOCK NO. \_\_\_\_\_

## THE CHANGE(S)

<input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input checked="" type="checkbox"/> RATE	778.85	865.38
<input type="checkbox"/>	40,500	45,000

## REASON FOR THE CHANGE(S)

- |                                                    |                                                        |
|----------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> HIRED                     | <input type="checkbox"/> PROBATIONARY PERIOD COMPLETED |
| <input type="checkbox"/> RE-HIRED                  | <input type="checkbox"/> LENGTH OF SERVICE INCREASE    |
| <input type="checkbox"/> PROMOTION                 | <input type="checkbox"/> RE-EVALUATION OF EXISTING JOB |
| <input type="checkbox"/> DEMOTION                  | <input type="checkbox"/> RESIGNATION                   |
| <input type="checkbox"/> TRANSFER                  | <input type="checkbox"/> RETIREMENT                    |
| <input checked="" type="checkbox"/> MERIT INCREASE | <input type="checkbox"/> LAYOFF                        |
| <input type="checkbox"/> UNION SCALE               | <input type="checkbox"/> DISCHARGE                     |

☐ LEAVE OF ABSENCE FROM \_\_\_\_\_ (DATE) UNTIL \_\_\_\_\_ (DATE)

☐ OTHER (EXPLAIN) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHANGE AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

CHANGE APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_