

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	<u>778.85</u>	<u>865.38</u>
<input type="checkbox"/>	<u>40,500</u>	<u>45,000</u>

REASON FOR THE CHANGE(S)

- HIRED
- PROBATIONARY PERIOD COMPLETED
- RE-HIRED
- LENGTH OF SERVICE INCREASE
- PROMOTION
- RE-EVALUATION OF EXISTING JOB
- DEMOTION
- RESIGNATION
- TRANSFER
- RETIREMENT
- MERIT INCREASE
- LAYOFF
- UNION SCALE
- DISCHARGE

LEAVE OF ABSENCE FROM _____ UNTIL _____
(DATE) (DATE)

OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY _____ DATE _____

CHANGE APPROVED BY _____ DATE _____