

EMPLOYEE JOINING / STATUS CHANGE REPORT

Name:			
Date of Joining			
Employee ID			
Action Active as of:			
Current Job Title		New Title (if applicable)	
Action To be Taken			
<input type="checkbox"/> Recruitment <input type="checkbox"/> Promotion <input type="checkbox"/> End of Probation <input type="checkbox"/> Payroll Adjustment			
Salary & Benefits	Current Salary (AED)	Proposed Salary	
Basic Salary			
House Rent Allowance			
Telephone Allowance, if any			
Cost of Living Allowance			
Transportation Allowance			
Other Allowances			
Total Monthly Salary			
Medical Insurance Policy			
Annual Leave			
Bank Name & Branch			
Bank Account No:			
Remarks:			
HR Department			