|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Employee Name**: Marc  **Effective Date of Change**: 1/18/13 |  |  | | --- | | Will a Job Requisition need to be opened? Yes No If yes, please contact Recruiting Dept. | | | | | | | |
| **TYPE OF ACTION REQUESTED** | |  | |  | |
| Promotion (upward move) | | Transfer (cost center change) | | Termination (voluntary/involuntary) | |
| Role Change (lateral move) | | Relocation | | Other | |
| **JOB/POSITION CHANGE *Check all that apply*** | | FROM | | TO | |
| Job Title | | SD | | President | |
| Manager | |  | |  | |
| Team Change (i.e. Team A, Team B, etc.) | |  | |  | |
| Department Name | |  | |  | |
| Cost Center Number | |  | |  | |
| Location | |  | |  | |
| Status Change (i.e. Part Time to Full Time, Non-Exempt to Exempt) | |  | |  | |
| Scheduled Hours | |  | |  | |
| Other: Other | |  | |  | |
| Meal Period Waiver: ADD REMOVE | |  | |  | |
| **If the status involves a manager change, please make note of who staff will report to for time approval purposes:**  test | | | | | |
| **PAY RATE CHANGE** | | FROM | | TO | |
| Merit (Salary/Hourly Rate) | |  | |  | |
| Promotion (Salary/Hourly Rate) | |  | |  | |
| Salary Adjustment (Salary/Hourly Rate) | |  | |  | |
| Other: Other | |  | |  | |
| **COMMENTS** | | | | | |
|  | | | | | |
| **APPROVALS** | | | | | |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Manager Date David Andrade (Service Delivery only) Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Managing Director (rate/salary increases only) Date Human Resources Date

**For Payroll Use Only:**

Last Day Worked: \_\_\_\_\_\_\_\_ Last Day Paid: \_\_\_\_\_\_\_\_ Benefits End Date: \_\_\_\_\_\_\_\_ PTO Payout: \_\_\_\_\_\_\_\_ CW ticket created: \_\_\_\_\_\_\_