|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Employee Name**: **${name}**  **Effective Date of Change**: **${date}** |  |  | | --- | | 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 | | **${from1}** | | **${to1}** | |
| Manager | | **${from2}** | | **${to2}** | |
| Team Change (i.e. Team A, Team B, etc.) | | **${from3}** | | **${to3}** | |
| Department Name | | **${from4}** | | **${to4}** | |
| Cost Center Number | | **${from5}** | | **${to5}** | |
| Location | | **${from6}** | | **${to6}** | |
| Status Change (i.e. Part Time to Full Time, Non-Exempt to Exempt) | | **${from7}** | | **${to7}** | |
| Scheduled Hours | | **${from8}** | | **${to8}** | |
| Other **${other1}** | | **${from9}** | | **${to9}** | |
| Meal Period Waiver: ADD REMOVE | |  | |  | |
| **If the status involves a manager change, please make note of who staff will report to for time approval purposes:** | | | | | |
| **PAY RATE CHANGE** | | FROM | | TO | |
| Merit (Salary/Hourly Rate) | | **${from10}** | | **${to10}** | |
| Promotion (Salary/Hourly Rate) | | **${from11}** | | **${to11}** | |
| Salary Adjustment (Salary/Hourly Rate) | | **${from12}** | | **${to12}** | |
| Other (i.e. Retroactive Pay)  **${other2}** | | | | | |
| **COMMENTS** | | | | | |
| **${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: \_\_\_\_\_\_\_