|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Employee Name**: ${name}  **Effective Date of Change**: ${date} |  |  | | --- | | Will a Job Requisition need to be opened? Yes${box} No${box2} If yes, please contact Recruiting Dept. | | | | | | | |
| **TYPE OF ACTION REQUESTED** | |  | |  | |
| ${box3} Promotion (upward move) | | ${box4} Transfer (cost center change) | | ${box5} Termination (voluntary/involuntary) | |
| ${box6} Role Change (lateral move) | | ${box7} Relocation | | ${box8} Other | |
| **JOB/POSITION CHANGE *Check all that apply*** | | FROM | | TO | |
| ${box9} Job Title | | ${from1} | | ${to1} | |
| ${box10} Manager | | ${from2} | | ${to2} | |
| ${box11} Team Change (i.e. Team A, Team B, etc.) | | ${from3} | | ${to3} | |
| ${box12} Department Name | | ${from4} | | ${to4} | |
| ${box13} Cost Center Number | | ${from5} | | ${to5} | |
| ${box14} Location | | ${from6} | | ${to6} | |
| ${box15} Status Change (i.e. Part Time to Full Time, Non-Exempt to Exempt) | | ${from7} | | ${to7} | |
| ${box16} Scheduled Hours | | ${from8} | | ${to8} | |
| ${box17} Other ${other1} | | ${from9} | | ${to9} | |
| Meal Period Waiver: ADD${box18} REMOVE${box19} | |  | |  | |
| **If the status involves a manager change, please make note of who staff will report to for time approval purposes:**  ${note} | | | | | |
| **PAY RATE CHANGE** | | FROM | | TO | |
| ${box20} Merit (Salary/Hourly Rate) | | ${from10} | | ${to10} | |
| ${box21} Promotion (Salary/Hourly Rate) | | ${from11} | | ${to11} | |
| ${box22} Salary Adjustment (Salary/Hourly Rate) | | ${from12} | | ${to12} | |
| ${box23} Other (i.e. Retroactive Pay) | | | | | |
| **COMMENTS** | | | | | |
| ${comments} | | | | | |
| **APPROVALS** | | | | | |

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

Manager Date David Andrade (Service Delivery only) Date

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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: \_\_\_\_\_\_\_