

EMPLOYEE CHANGE FORM

☐ Move to a Certified Position ☐ Lateral Transfer ☐ Status Change ☐ Base Salary/Compensation Change

Effective Date and Reason

Employee	Hồ Viết Quang Vinh- 171192		
Effective Date	21/12/2020	Reason	Change position

Move to a Certified Position or Lateral Transfer

	CURRENT	NEW
Position Code / Title	Sewing operator	Cutter 1
Hbl Functional Area		
Department	PR	CT
Location	0	0
Manager	12:00:00 AM	NGO MINH HUY
Category / Shift	Direct	Direct
Schedule/Level/Step		
GL Structure		
Other Info	Clock	Badge
		Mail Group

Status Change

Employee Status		Leave Type	
First Day Worked		Begin Date	
Termination Date		End Date	
Last Day Worked		Anticipated Return Date	
Vacation Time Due		Date of Death	
Holiday Time Due		Eligible for Rehire	<input type="checkbox"/> Yes <input type="checkbox"/> No

Base Salary / Compensation Change

Current Base Salary	VND 4,004,000	New Base Salary	VND 4,180,000
Bonus Amount		Target Bonus %	
Bonus Type		Maximum Bonus %	

Required Approvals (Refer to HR Approval Matrix for required approvals)

Manager	TRAN THI NHU LIEN	
	NGO MINH HUY	
2 nd Manager	HOANG THI THU LE	

Confirmation on change in SPS system/Xác nhận thay đổi thông tin trên hệ thống

Changed by - Người nhập thông tin	Reviewed by/ Người kiểm tra