



Company Name: \_\_\_\_\_

Company Location: \_\_\_\_\_

**EMPLOYEE CHANGE FORM**

**Employee Name:** \_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Tel #: \_\_\_\_\_

New Cell #: \_\_\_\_\_

Salary Change From: \_\_\_\_\_ To: \_\_\_\_\_

Department Change From: \_\_\_\_\_ To: \_\_\_\_\_

Title Change From: \_\_\_\_\_ To: \_\_\_\_\_

Other Deduction From: \_\_\_\_\_ To: \_\_\_\_\_

Other Deduction From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Change:  Rehire  Re-Evaluation of Current Job

Promotion  Merit Increase

Termination  Change in Hours

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Termination: Payroll Instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name