

## EMPLOYMENT CHANGE FORM

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Client Name: \_\_\_\_\_ Dept. Number: \_\_\_\_\_

Employee Social Security Number: \_\_\_\_\_

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### Payroll Status Change

Date of Request: \_\_\_\_\_

*Check Change(s) to be Made:*

New Address      New Telephone      Pay Rate      Federal W/H (*Please submit revised W-4 form.*)  
State W/H (*Please submit revised State Withholding form.*)      Benefits      Credit Union      Miscellaneous Insurance  
Employee Loan      Termination (*Please provide Reason*)      Other

Description of Change(s) & Effective Date(s):

Explain:

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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### Employee Separation (*Voluntary or Involuntary*)

Date of Separation: \_\_\_\_\_

*Check Reason for Separation:*

Lack of Work      Discharge      Resignation      Labor Dispute      Leave of Absence      Working Part-time

Explain in Detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If "Discharge", were warning notices given?      Yes      No      If Yes, how many? \_\_\_\_\_

Was the Employee paid any Severance Pay?      Yes      No      If Yes, how much? \_\_\_\_\_

Would you Re-hire this Employee?      Yes      No

Client Liaison Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Employee Warning Notice

Dates of Notice:      1st Notice: \_\_\_\_\_

2nd Notice: \_\_\_\_\_

3rd Notice: \_\_\_\_\_

*Check Nature of Violation:*

Lateness      Absenteeism      Unsatisfactory Conduct/Performance      Failure to Comply with Company Rules  
Giving out False Information      Insubordination      Other

Details (**REQUIRED**):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I have read the above warning and I understand that further violations of company rules and regulations may subject me to disciplinary action including immediate dismissal.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_