

# Employee Change Notice

**Explanation of Change** \_\_\_\_\_

**Date of Change** \_\_\_\_\_

Employee	Soc. Sec. #	Job Title
Current Street Address		
City	State/Zip Code	Phone
Old Address		

**Employment (W-2 Attached)**

<input type="checkbox"/> New Hire <input type="checkbox"/> Rehired <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Replacement For:						
Hire Date	Start Date	Age	Sex	Marital Status	Education	Dependents

**Change**

<input type="checkbox"/> Rate/Salary <input type="checkbox"/> Job <input type="checkbox"/> Location	Leave of Absence: From _____ To _____	
Location Change    To:	From:	
Job Change To:	Old Rate:	New Rate:

**Comments**


**Entry Dates**

Prepared By:	Date	Payroll:	Date