Employee Change Form

Complete Part 1 for every request. Employees complete Part 2 for personal detail changes. Managers complete Part 3 for job, pay or status changes. Return the form to HR at least [5] business days before the payroll cut-off for the effective date.

PART 1: EMPLOYEE AND REQUEST

Employee name (as currently on file)

Employee ID

Department / team

Site / location

Requested by

☐ Employee ☐ Manager ☐ HR

Effective date of change

Type of change (tick all that apply)

☐ Personal details ☐ Job title / position ☐ Department or manager ☐ Pay rate

☐ Hours / FTE / schedule ☐ Employment status ☐ Work location ☐ FLSA classification

PART 2: PERSONAL DETAILS CHANGE (EMPLOYEE)

New legal name

Reason for name change

☐ Marriage ☐ Divorce ☐ Court order ☐ Other

☐ Name updated with the Social Security Administration

Preferred name (if different from legal name)

New home address (street, city, state, ZIP)

New mailing address, if different

New personal phone

New personal email

- [ ] I have also submitted a new Form W-4 / state withholding form
- [ ] I have also submitted a new direct deposit form
- [ ] I have also updated my emergency contacts

Qualifying life event for benefits (marriage, birth, adoption, divorce): date of event

Employee signature

Date

Date

PART 3: JOB AND STATUS CHANGE (MANAGER)

Current job title

New job title

Current department / cost center

New department / cost center

Current manager

New manager

Current pay rate (hourly or annual)

New pay rate (hourly or annual)

Percentage change

Current FLSA status

- [ ] Non-exempt
- [ ] Exempt

New FLSA status

- [ ] Non-exempt
- [ ] Exempt

Current employment status

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

New employment status

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Current scheduled hours per week

New scheduled hours per week

New shift or schedule (include any shift differential)

New work location or work arrangement

Reason for change

☐ Promotion ☐ Merit increase ☐ Market adjustment ☐ Lateral transfer ☐ Demotion
☐ Reorganization ☐ Employee request ☐ Return from leave ☐ Other

Explanation / supporting notes

APPROVALS

Current manager — Date

New manager (for transfers) — Date

Department head or budget owner (pay changes) — Date

HR approval — Date

Date approved

HR AND PAYROLL USE ONLY

Entered in HRIS by / date

Entered in payroll by / date

First pay period affected

Benefits eligibility affected

☐ No ☐ Yes: benefits team notified

☐ Systems access changes requested (for transfers)

☐ Written notice of pay change sent to employee (where required by state law)

☐ Filed in personnel file