

Employee Data Change Form



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1. TYPE OF ACTION REQUIRED <i>Mark an "X" next to each box that applies.</i>	<input type="checkbox"/> New Hire (complete sections 2, 3 & 4)	<input type="checkbox"/> Change in Position/Personal Data (complete sections 2, 3, 4 & 6)	<input type="checkbox"/> Separation (complete sections 2, 5 & 6)
	<input type="checkbox"/> Annual Review (complete sections 2, 4 & 6)	<input type="checkbox"/> Promotion/Adjustment (complete section 2, 4 & 6)	
2. EMPLOYEE DATA <i>Complete this section for all actions.</i>	Name (First, Last, M.I.):		Employee File #:
	Address:		
	City, State, Zip Code:		Effective Date:
3. PERSONAL DATA	Phone Number:		Social Security Number:
	Date of Birth:	Marital Status:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
	(1) Emergency Contact Name:		(1) Emergency Contact Phone Number:
	(2) Emergency Contact Name:		(2) Emergency Contact Phone Number:
4. POSITION DATA	Department:	New Pay Rate:	Old Pay Rate:
	Supervisor Name:		Supervisor Phone Number:
5. SEPARATION DATA	Separation Date:		Separation Reason:
	Forwarding Address (If different from above):		
6. COMMENTS:			
APPLICABLE SIGNATURES:			
Employee	Signature:		Date:
Supervisor	Name: Signature:		Date:
Accounting/HR	Name: Signature:		Date:
Officer	Name: Signature:		Date: