

## EMPLOYEE ACTION NOTICE

Employee Name		Effective Date of Change	
Work Location <input type="checkbox"/> DEN		Time Clock Badge #	
Manager Name	Start Date	<input type="checkbox"/> Full Time	<input type="checkbox"/> Exempt
		<input type="checkbox"/> Part Time	<input type="checkbox"/> Hourly
		<input type="checkbox"/> Temporary	<input type="checkbox"/> Other _____
Job Title	Salary/Hourly Rate	Hours/week _____	
		Schedule _____	
<b>Employment</b>			
<input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Performance Evaluation			
<input type="checkbox"/> Rehire <input type="checkbox"/> Other _____			
<input type="checkbox"/> Promotion – Provide Justification: _____			
_____			
_____			
_____			
<b>Status Change</b>			
	<b>From</b>	<b>To</b>	
<input type="checkbox"/> Exempt/Hourly	_____	_____	
<input type="checkbox"/> Salary	_____	_____	
<input type="checkbox"/> Title	_____	_____	
<input type="checkbox"/> Location	_____	_____	
<input type="checkbox"/> Leave of Absence	_____	_____	
<input type="checkbox"/> Address	_____	_____	
<input type="checkbox"/> Other	_____	_____	
<b>Comments/Reason</b>			
<b>Approval Signature:</b>			
Area Manager: _____		Date _____	
Human Resources: _____		Date _____	
<b>Human Resources Only:</b>			
HRIS Preview: _____		TA100: _____	