HUMAN RESOURCES
PERSONNEL CHANGE DOCUMENT

SECTION A: CURRENT EMPLOYEE INFORMATION   (Please complete all fields.)

Employee ID	Last Name	First Name	MI	Effective Date

Employee Class	Business Unit Name	Business Unit Code	Company

Step	Salary Plan	Grade	Job Code	Job Title	Position No.:

SECTION B: TRANSACTION TYPE   (Please check only **ONE** primary Action with related Reason)

Data Change	Leave of Absence	Position Change	Termination
Hire / Rehire	Pay Rate Change	Status Change	Transfer

Sub-Category:

CES Waiver	Leave of Absence	Pipeline	Recall	Red Circle	Retiree	Special Recognition Increase (SRI)

SECTION C: REQUESTED UPDATES   (Please complete all applicable fields.)

Employee Class	Business Unit Name	Business Unit Code

Step	Salary Plan	Grade	Job Code	Job Title

Bi-Weekly Hrs.	Base Bi-Weekly Rate	Adjusted Bi-Weekly Rate	Job Opening No.	Position No

Delete Pay Components	Add Pay Components	Maintain Pay Components

SECTION D: REMARKS

SECTION E: AUTHORIZATIONS   (Proper authorizations must be obtained. Otherwise, the form will be returned to the originator.)

Print Name	Signature	Date

SECTION G: FOR USE BY HUMAN RESOURCES ONLY

	Step	Job Code	Union Code	Annv. Dt.	Stat. Dt.	Emp. Class	Base BW	Adj. BW	L2	L3
Historical										
Updated										
Retroactive Adjustment — Code										
Retroactive Adjustment — Amt.										

PPE Date Retro. Adj. Paid:	Processed by (Stamp and Date)	Audited By (Stamp and date)