

Inline Electric Personnel Change Request Form

When completing the Personnel Change Form, enter the employee name's, type of change and the effective date of the change. After completing the form, sign and send to Human Resources for processing.

Employee Information			
Employee Name:			
Type of Change			
	From	To	Effective Date of Change
Change in Branch Location			
Position Title Change			
Employee Status Change <i>(Full-Time, Part-Time 30 Hours, Part-Time 20 Hours,</i>			
Increase in Compensation			
Justification for Change			
Approvals (Return Completed and Approved Form to Human Resources for Processing)			
Title	Signature	Date	
Branch Manager Signature			
Supervisor Signature			
Employee Signature			