

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
Branch Manager			
Change in Office Location			
Position Change			
Employee Status Change <i>(Full-Time, Part-Time 30, Part-Time 20, On-Call, Furlough)</i>			
Employee Expense Allocation			
Pay Increase Salary (Exempt Employee)			
Pay Increase Hourly Rate (Non-Exempt Employee)			
Justification for Change			
Approvals (Return Completed and Approved Form to Human Resources for Processing)			
Title	Signature	Date	
Branch Manager			
Company Officer			
Human Resources			

- Original- Employee's File
 Copy- Accounting
 Copy- Employee

Human Resources will provide a copy to Accounting and the Employee