Employee Name (First Name, Last Name)	
Effective Date of Change	

REASON FOR CHANGE

☐	**Name Change**	EXAMPLE: From Salina Shing to Salina Yu
☐	**Address Change**	
☐	**Direct Deposit Banking Change**	Attach or insert image of voided check.
☐	**Status**	☐ Active ☐ Inactive ☐ Terminated **Explanation:**
☐	**Leave**	☐ Maternity Leave ☐ Leave of Absence ☐ Short Term Disability ☐ Long Term Disability ☐ Lay off ☐ Other (provide details below) **Expected Return Date:** DD/MM/YYYY ☐ Not Returning
☐	**Return to Work**	DD/MM/YY Reason for Return to Work:
☐	**Position Status**	☐ Employee ☐ Contractor ☐ Consultant ☐ Regular, full-time ☐ Regular, part-time ☐ Temporary, full-time ☐ Temporary, part-time ☐ Term ☐ On-going Status **Term End Date** (if applicable): DD-MM-YY
☐	**Title**	EXAMPLE: From Marketing Coordinator to Marketing Specialist
☐	**Reports to** (Name & Title)	EXAMPLE: From Joe Smith. Line Superviser to James Wong, Warehouse Manager
☐	**Department Transfer**	EXAMPLE: From Marketing to Sales
☐	**Hours of Work/Week**	EXAMPLE: From 37.5 to 40
☐	**Exempt from Overtime**	☐ Yes ☐ No

Document Owner: HR

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

- Pricing.

APPROVALS

Authorized by Manager (Print Name):	Title:
Signature	Date
Authorized by Next Level Manager (Print Name):	Title:
Signature	Date
Authorized by HR (Print Name):	Title:
Signature	Date