



EMPLOYEE PROFILE

Employee: _____ Employee ID #: _____
Dept/Division: _____ Effective Date: _____

CHANGES

Table with 3 columns: Change Type, Current Job Information, New Job Information. Rows include Career Ladder, Correction, Dist Change, Equity Adjust, Job Bid, Market Adjust, Merit, Reclass, Payroll Chg, Remove Prob, Reassignment.

Other changes (to include retro pay, acting, Kronos schedule, etc.):

Two horizontal lines for additional notes.

Supervisor's Signature/Date: _____ (or attach e-mail confirmation)