Greene County

Change of Personnel Status and/or Pay

TO: _____

FROM: _____

DATE: _____

EMPLOYEE: _____

DEPARTMENT: _____

DEPARTMENT HEAD: _____

Check (x) one:

- ☐ New hire
- ☐ Re-hired
- ☐ Part-Time help
- ☐ Temporary/Seasonal
- ☐ Promotion
- ☐ Demotion
- ☐ Transfer
- ☐ Merit increase
- ☐ Wage adjustment
- ☐ Pay increase for certification
- ☐ Salaried employee
- ☐ Hourly employee
- ☐ Probation completed (new employee)
- ☐ Probation completed (promotion)
- ☐ Probation completed (demotion)
- ☐ Probation completed (transfer)
- ☐ Permanent employee
- ☐ Voluntary separation
- ☐ Discharge
- ☐ Retirement
- ☐ Layoff
- ☐ Other _____

EFFECTIVE DATE: _____

DEPARTMENT: _____

DIVISION: _____

PRESENT POSITION: _____

PROBATIONARY: _____

WAGE STATUS: _____

REMARKS: _____

_____

AUTHORIZING SIGNATURE: _____ DATE: _____

EMPLOYEE SIGNATURE *(optional)*: _____ DATE: _____