

Earnhardt Management Company

PAYROLL CHANGE FORM

Effective Date of Change _____

Employee Name _____

Earnhardt Current Location (Store & Dept) _____

Earnhardt NEW Location (Store & Dept) _____

Change(s)

Type of CHANGE	FROM	TO
Department		
Job		
Allocations		
Rate		
Dealership/Location		
Leave of Absence		
Other		

Reason for Change(s)

- Transfer
- Promotion
- Length of Service Increase
- Merit Increase
- Family Medical Leave
- General Leave

Change Authorized By _____

Change Approved By _____

Print & Sign Name

Date

Print & Sign Name

Date