

Employee Status Change Notification Form

Particulars

Name :	NRIC No.
_____	: _____
Designation	Date Joined
: _____	: _____
Department /	Payroll
Section :	No.:
_____	_____

Reasons for Raising Employee Change Form (Tick where applicable)

- | | | | | | | | | | |
|--|---|---|-------------------------------------|------------------------------------|--|--|---|---|------------------------------------|
| I. <input type="checkbox"/> Employment

<input type="checkbox"/> Redesignation

<input type="checkbox"/> Promotion

<input type="checkbox"/> No-pay leave/Absence without leave# | Confirmation

Separation* | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Employment</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Promotion</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Redesignation</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Voluntary Resignation</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Vacated Office</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Unsatisfactory Probation</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;"><input type="checkbox"/> Dismissal</td> </tr> </table> | <input type="checkbox"/> Employment | <input type="checkbox"/> Promotion | <input type="checkbox"/> Redesignation | <input type="checkbox"/> Voluntary Resignation | <input type="checkbox"/> Vacated Office | <input type="checkbox"/> Unsatisfactory Probation | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Employment | | | | | | | | | |
| <input type="checkbox"/> Promotion | | | | | | | | | |
| <input type="checkbox"/> Redesignation | | | | | | | | | |
| <input type="checkbox"/> Voluntary Resignation | | | | | | | | | |
| <input type="checkbox"/> Vacated Office | | | | | | | | | |
| <input type="checkbox"/> Unsatisfactory Probation | | | | | | | | | |
| <input type="checkbox"/> Dismissal | | | | | | | | | |

Please deduct _____ days pay for no-pay/absence without leave.

*Please pay _____ days pay in-lieu of PH not taken and/or _____ days pay in-lieu of outstanding/pro-rated annual leave for earned period _____ to _____

Transfer :	From : _____	To : _____
Designation	: _____	To : _____
Basic Salary	: _____	To : _____
Service Point	: _____	To : _____
Allowance	: _____	To : _____
To Replace Requisition :	No _____	

II. Change of : Marital
Status :

Address
:

Others :

III. Effective Date : _____ (For Separation case — Effective Date is one day after last day of service).

Additional
Information :

Head of
Department

Date

Head of Outlet

Date