



NOTICE OF EMPLOYEE CHANGE or RE-HIRE

Employer/Client Name: _____

Section 1: Current Employee Information

Employee Name: _____

SSN: XXX - XX - _____ Birthdate: _____ (mm/dd/yyyy)

Section 2: Employee Change (list new information only)

Please check the box next to the item to indicate a change and enter the new information.

This employee is a re-hire and the employee's updated information is indicated below.

(A new W4 and ADR is required to process first pay check. Please verify I-9 document is still in compliance with USCIS standards, if not, a new I-9 and/or e-verify is also needed. For more information see the USCIS [website](#).)

PERSONAL INFORMATION Effective Date of Change: _____

Name: _____

(A change of name requires a copy of the employee's new Social Security Card for verification and a new W-4)

Address: _____

Email: _____ Phone: _____

Emergency Contact Name _____

Contact Relationship: _____ Contact Phone: _____

EMPLOYMENT Effective Date of Change: _____ (if a pay rate change, must be beginning of a pay period)

Pay Rate: _____ per hour pay period year

Job Title: _____

Department: _____

Status: full-time - standard hours: _____ part-time - standard hours: _____

Employee Type: On-Call Temporary Seasonal

Pay Type: hourly exempt

W/C Code: _____

OTHER Effective Date of Change: _____

Describe: _____

Section 3: Signature

Employer/Client Signature _____ Date _____