|  |  |
| --- | --- |
| Personal Details | |
| **Full Name** | Enter your full legal name here |
| **New Position** | If promoted |
| **Salary Review Period** | Insert date or period here e.g. 1st July 20xx, Sep 20xx Quarter, |

|  |  |
| --- | --- |
| Pay Details | |
| **New Annual Salary / $Hourly Rate** | Please indicate if you have entered a different period for salary |
| **New weekly hours worked** | If changed |
| **Date New Salary Commenced** | First day when the new salary will take effect |
| **Payroll period payout** | Indicate if period changed |
| **Additional/Allowance Entitlement** | Indicate if employee is given or added new allowances |
| **Leave Loading Eligibility** | Yes Did the employee became eligible for extra pay of 17.5% of normal pay?  No |
| **Long Service leave Eligibility** | Yes Did the employee became eligible for LSL  No |
| **Additional Xero Access** | Leave Approver  Timesheet Approver  Others Please specify |

|  |  |
| --- | --- |
| Company Office Declaration | |
| *I declare that the information I have given is complete and correct.* | |
| **Signature** | **Date** Enter date here |