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| 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,  |

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| --- |
| 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 |

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