

# Employee Notice of Personal Status Change

<hr/> Name
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<hr/> Date Effective ~ From: Date to Date – <i>if applicable</i>
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**Please fill in any/all information that is new or has changed and submit to Greystoke Offices.**  
Information affecting payroll must be submitted one (1) pay period in advance.

Personal Information	<i>From:</i> Current	<i>To:</i> Change(s)
<b>NAME</b>		
<b>ADDRESS</b>		
<b>PHONE</b>		
<b>E-MAIL</b>		
<b>OTHER</b>		

**THIS PORTION TO BE COMPLETED BY OFFICE ADMINISTRATION**

Received by: Name (please print)	Date (mm-dd-yy)	Copied to:
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- Entered in Computer
- Entered in Finance System