# Employee Leave & Payroll Change Status

Employee Name

Employee ID

Department

Manager

Leave Status

Leave Type

Leave Dates

Payroll Change

Effective Date

Remarks

| | |
|---|---|
| **Employee Name** | |
| **Employee ID** | |
| **Department** | |
| **Manager** | |
| **Leave Status** | |
| **Leave Type** | |
| **Leave Dates** | |
| **Payroll Change** | |
| **Effective Date** | |
| **Remarks** | |