



Loma Linda Veterans Association for Research

PO Box 1280, Redlands, CA 92373-0421

909.583.6250; 909.801.5190 Fax

humanresources@llvare.org

Employee Change

Date _____ Authorized By _____
 Employee Name _____ Title _____

Personal Information

Employee Name _____
 New Address _____

Phone _____

Marital Status Change Married _____
 Single _____
 Emergency Contact _____
 Phone _____

Position Information (Old)

Position Information (New)

Position Change
 Previous Job Title _____ New Job Title _____

Exempt _____
 Non-Exempt _____

Pay Rate Change
 Previous Rate _____ New Rate _____

Project Change
 Current LLVARE Project(s) # and % Effort _____
 New LLVARE Project(s) # and % Effort _____

Explanation of Change:

Benefit Eligible (Must be 30 hours a week or more)

Yes No

MISC. Changes (please specify: i.e., Principal Investigator, supervisor, insurance, payroll deductions, other)

Instructions

LLVARE office use only:
Approved: _____
Effective Date: _____
Updated in Systems: _____