

**TO INSERT A TABLE**

1. Insert
2. Table
3. Select the number of rows and columns required

**TABLE FORMATTING**

*Headers:*      Calibri (Body)      10

                    Bold

                    Uppercase

                    White

*Titles:*        Calibri (Body)      10

                    Bold

                    Capitalise Each Word

                    Black

*Text:*         Calibri (Body)      10

                    Black

# CHANGE OF DETAILS

HIRING MANAGER TO COMPLETE			
<b>Name:</b>		<b>Employee Number:</b>	
<b>Position Title:</b>		<input type="checkbox"/> No Change	
<b>Line Manager:</b>		<input type="checkbox"/> No Change	
<b>Department:</b>		<input type="checkbox"/> No Change	
<b>Entity:</b>	<input type="checkbox"/> Allkem Limited <input type="checkbox"/> Allkem Mt Cattlin <input type="checkbox"/> Allkem Sales de Jujuy <input type="checkbox"/> Allkem Sal de Vida		
<b>Employment Type:</b>	<input type="checkbox"/> Permanent <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual End Date (if applicable) _____ <input type="checkbox"/> No Change		
<b>Employment Status:</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time % _____ <input type="checkbox"/> No Change		
<b>Roster:</b>	<input type="checkbox"/> 5/2 <input type="checkbox"/> 8/6 <input type="checkbox"/> 12/9 <input type="checkbox"/> 9/5 <input type="checkbox"/> Other _____ <input type="checkbox"/> No Change		

JUSTIFICATION – FOR ANY CHANGES TO REMUNERATION

**Effective Date:**      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CHANGE OF DETAILS

APPROVALS				
Line Manager	Signature:		Date:	
Executive or GM	Signature:		Date:	
HR Manager	Signature:		Date:	
CEO (as next up Manager or any Rem Changes)	Signature:		Date:	

HR USE ONLY	
Documentation Required:	<input type="checkbox"/> Letter <input type="checkbox"/> Schedule <input type="checkbox"/> Contract of Employment