

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 | | | |
|----------------------------|--|------------------------------------|--|
| Name: | | Employee Number: | |
| Position Title: | | <input type="checkbox"/> No Change | |
| Line Manager: | | <input type="checkbox"/> No Change | |
| Department: | | <input type="checkbox"/> No Change | |
| Entity: | <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 | | |
| Employment Type: | <input type="checkbox"/> Permanent <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual End Date (if applicable) _____ <input type="checkbox"/> No Change | | |
| Employment Status: | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time % _____ <input type="checkbox"/> No Change | | |
| Roster: | <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 |