

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