**Role Change Request Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Department |  |
| Employee ID |  | Current Job Title |  |
| Date of Joining |  | Email Address |  |
| Contact Number |  |  |  |

**Section 2: Requested Role Change**

| **Field** | **Details** |
| --- | --- |
| New/Proposed Job Title |  |
| Department (if changing) |  |
| Requested Effective Date |  |
| Type of Change | ☐ Promotion ☐ Lateral Move ☐ Demotion ☐ Department Transfer |

**Section 3: Reason for Role Change**

*(To be filled by Employee or Supervisor)*

| **Field** | **Description** |
| --- | --- |
| Primary Reason | ☐ Performance ☐ Department Restructuring ☐ Employee Request ☐ Organizational Need ☐ Other (Specify): \_\_\_\_\_\_\_ |
| Detailed Justification | (Provide explanation for the change, relevant skills, experience, or performance achievements.) |

**Section 4: Supervisor’s Recommendation**

| **Field** | **Details** |
| --- | --- |
| Supervisor Name |  |
| Supervisor Comments |  |
| Recommendation | ☐ Approve ☐ Reject ☐ Need Further Review |
| Signature |  |
| Date |  |

**Section 5: HR Department Review**

| **Field** | **Details** |
| --- | --- |
| HR Officer Name |  |
| Review Notes |  |
| Effective Date of Change |  |
| Updated Salary (if applicable) | =IF(B12="Promotion", Old\_Salary\*1.10, Old\_Salary) *(Example formula for automatic salary increase)* |
| HR Signature |  |
| Date |  |

**Section 6: Management Approval**

| **Field** | **Details** |
| --- | --- |
| Approving Authority Name |  |
| Designation |  |
| Decision | ☐ Approved ☐ Not Approved |
| Comments |  |
| Signature |  |
| Date |  |

**Section 7: For HR Use Only**

| **Field** | **Details** |
| --- | --- |
| Date Processed |  |
| Updated in Payroll System | ☐ Yes ☐ No |
| Employee Notified | ☐ Yes ☐ No |
| File Updated By |  |
| Remarks |  |