



EMPLOYEE STATUS & COMPENSATION CHANGE

Mutation

Promotion/Demotion

Salary Change

Change in employment status

Employee Name		Passport Number	Starting Date
Promotion / Demotion / Transfer Dates		Final Assessment - Attached with this Form.	
No.	Changes	Previous	New
1.	Campus		
2.	Department		
3.	Division		
4.	Business Unit		
5.	Employment status (Permanent, Monthly, Contract, Daily, Wholesale)		
6.	Category		
7.	Position		
8.	Rank		
9.	Level		
10.	Basic salary		
11.	Positional allowance		
12.	Special Position Allowance		
13.	Functional Allowance		
14.	Family Allowance		
15.	Transportation Allowance		
16.	Housing Allowance		
17.	Others Allowance		
TOTAL COMPENSATION			
18.	Top Management Team (TMT) Changes		
Decree has been made		YES	NO
HRD Note:			
Determined by, CEO & Founder – LSPR		Prepared by, Head of HRD	Approved by, Employee
Name :		Name :	Name :
Date :		Date :	Date :