Employee Change Tracker

A simple record for coordinating employee changes and confirming follow-through

Use one row for each change. Keep supporting approvals or source documents in the appropriate employee or HR record.

How to use: Log every change in the Change Log. For changes that need more detail—such as pay or status changes—complete the Change Detail Worksheet and Update Check.

> **Please note:** Do not use this worksheet as the only record when a law, policy, payroll provider, or benefit plan requires a specific form.

1 Change Log

Common change types: Pay rate / salary · Job title · Department · Supervisor · Full-time / part-time status · Schedule · Location · Leave / return · Benefit-related change · Contact information · Other documented change

EMPLOYEE	CHANGE TYPE	EFFECTIVE DATE	APPROVED BY / SOURCE	SYSTEMS / PARTIES TO UPDATE	COMPLETED (DATE)	VERIFIED (INITIALS)

2 Change Detail Worksheet

Complete one worksheet for each change that needs more detail.

Employee _____ **Effective date** _____

Change requested

_____

Previous information

_____

New information

_____

Approval / source documentation

_____

3 Update Check

- ☐ HR / employee record updated
- ☐ Payroll provider / payroll record updated, if applicable
- ☐ Benefits / vendor notified, if applicable
- ☐ Manager / department record updated, if applicable
- ☐ Employee communication completed, if applicable
- ☐ Final verification completed

Completed by _____ **Date** _____ **Verified by** _____

Need help keeping employee records organized?

ThriveWell HR Consulting, LLC helps small businesses set up change-tracking processes, organize employee records, and coordinate payroll-related updates.

Have a question? Visit **Ask ThriveWell** at thrivewellhrconsultingllc.com

Important: *This resource is provided for general educational and organizational purposes. It is not legal, tax, payroll-processing, benefits, or accounting advice. Requirements vary by employer, location, workforce, and situation. Confirm applicable requirements with the appropriate professional or government agency when needed.*