*Xenium Employee Change Report*

* Manager will complete the Employee Change report form when there is a change of employment status or payroll changes. Such as voluntary quit, terminated, wage change etc.….
* Manager will complete and email form to contact person at Xenium and Marcy Mee at [Marcyehg@gmail.com](mailto:Marcyehg@gmail.com)
* Xenium will follow up with the Manager or Employee if additional information is needed.
* Please provide form with changes prior to the change when possible.