

# Notification of Service Alteration

to be completed by the employer

## Employer information

This form should be completed by an employer if a member of ESSSuper is starting, amending or ceasing either a Leave Without Pay (LWOP) period (PLEASE PROVIDE DETAILS IN SECTION 2) or part time employment (PLEASE PROVIDE DETAILS IN SECTION 3).

Please complete this form in pen using CAPITAL letters and mark with an [X] where applicable.

### Section 1

#### Employee details

Payroll/employee no.	<input type="text"/>	Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	(please specify) <input type="text"/>				
Surname	<input type="text"/>									
Given names	<input type="text"/>									
Employer name	<input type="text"/>									

### Section 2

#### Leave Without Pay (LWOP) details

The dates for the total period of LWOP

Start date  /  /  End date  /  /

The member is  Commencing leave without pay OR  Returning to work after leave without pay

### Section 3

#### Change in fortnightly hours

The total hours worked on a fortnightly basis

Current fortnightly hours  New fortnightly hours

Effective date  /  /

### Section 4

#### Payroll authorisation

I certify the above information to be correct:

Signature of authorised officer  Date  /  /

Name of authorised officer

Telephone (  )

#### Please forward this completed form to

ESSSuper GPO Box 1974, Melbourne Vic 3001  
T 1300 650 161 | F 1300 766 757 | [www.esssuper.com.au](http://www.esssuper.com.au)

At ESSSuper, we treat the privacy and confidentiality of our members' personal information seriously. We are committed to complying with the guidelines of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001 (Vic)*. To obtain a copy of ESSSuper's privacy policy go to our website at [www.esssuper.com.au](http://www.esssuper.com.au)