

PAYROLL CHANGE NOTICE

To: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGES(S) IN YOUR RECORDS

EFFECT _____
(DATE & TIME)

EMPLOYEE _____

SOCIAL SECURITY NO. _____

THE CHANGE(S)

HIRED _____ HOURLY RATE _____ REGULAR
_____ YEARLY RATE _____ TEMPORARY
Account # _____

RE-HIRED _____ HOURLY RATE _____ REGULAR
_____ YEARLY RATE _____ TEMPORARY
Account # _____

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> PROMOTION | <input type="checkbox"/> RESIGNATION |
| <input type="checkbox"/> DEMOTION | <input type="checkbox"/> RETIREMENT |
| <input type="checkbox"/> TRANSFER | <input type="checkbox"/> DISCHARGE |
| <input type="checkbox"/> MERIT INCREASE | <input type="checkbox"/> LAYOFF |
| <input type="checkbox"/> PROBATIONARY PERIOD COMPLETED | |
| <input type="checkbox"/> RE-EVALUATION OF EXISTING JOB | |

LEAVE OF ABSENCE FROM _____ UNTIL _____

OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY _____

DATE _____