



PAYROLL CHANGE NOTICE

Employee Name (PRINT CLEARLY)

Supervisor's Name (PRINT CLEARLY) & Signature

PAYROLL CHANGES

Check All That Apply	Effective Date	Old Pay Rate	New Pay Rate
<input type="checkbox"/> Enter into Payroll			
<input type="checkbox"/> Change Pay Rate			
<input type="checkbox"/> Remove From Payroll			

PURPOSE FOR CHANGE(S)

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PERFORMANCE APPRAISAL	<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> RE-HIRE	<input type="checkbox"/> PROBATIONARY TIME	<input type="checkbox"/> LAY OFF
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> DISCHARGE
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RESIGNATION	<input type="checkbox"/> TRANSFER
<input type="checkbox"/> LEAVE OF ABSENCE FROM:	(Date)	To (Date)

COMMENTS

AUTHORIZATION

Authorized by: Name (PRINT CLEARLY) & Signature

Date