

PAYROLL CHANGE INFORMATION

(To be completed by Manager)

Employee Name: _____ Employee Number: _____

PAY RATE CHANGE

Current Base Rate: _____ New Base Rate: _____
Effective date of change: _____

Reason for change: Merit Increase (attach performance review)
 Annual Increase (attach performance review)
 Other (please explain in Remarks below)

STATUS CHANGE

Current Status: Full-time Part-time
New Status: Full-time Part-time
Effective date of change: _____

POSITION CHANGE

Current Position: _____ New Position: _____
Effective date of change: _____

Reason for change:

DEPARTMENT CHANGE

Current Department: _____ New Department: _____
Effective date of change: _____

Reason for change:

REMARKS:

REQUIRED SIGNATURE

Owner/General Manager _____ Date: _____