

*******PAYROLL STATUS CHANGE FORM*******

NAME: _____ DATE: _____

EMPLOYEE # _____ CURRENT POSITION: _____

NEW ADDRESS:

Street

City

State

Zip Code

NEW PHONE #:

NEW PAY RATE:

HOURLY RATE FROM: \$_____/HR. TO \$_____/HR.

SALARY FROM: \$_____/BI-WK. TO \$_____/BI-WK.

REASON FOR PAY RATE CHANGE

__Annual Performance Appraisal

__Promotion

__Demotion

__Job Change / Addition

__Other

EXPLANATION: _____

LEAVE OF ABSENCE

FROM: ____/____/____ TO ____/____/____

Reason for Leave: _____

Employee's Signature

Date

Manager's Signature

Date