

## PAYROLL CHANGE NOTICE

**Note:** In order to be included with the upcoming payroll, all Payroll Change Notices must be received by HR no later than the Tuesday prior to the end of the pay period.

Employee Information			
<b>First Name:</b>		<b>Last Name:</b>	
<b>Today's Date:</b>	<b>Dept:</b>	<b>Employee ID#:</b>	
Changes			
CHANGE TYPE	FROM	TO	EFFECTIVE DATE
<b>Department</b>			
<b>Check Sort</b>			
<b>Job Title</b>			
<b>Pay Rate</b>			
<b>Employee Type</b> <small>(ex. RE, DH, DC)</small>			
<b>Employee Status</b> <small>(ex. FT to PT, Temp to Perm)</small>			
Reason for Change			
<input type="checkbox"/> <b>Promotion (attach application and job description)</b>	<input type="checkbox"/> <b>Merit Increase (attach Performance Review)</b>	<input type="checkbox"/> <b>Wage Scale Change</b>	
<input type="checkbox"/> <b>Re-Evaluation of Existing Job</b>	<input type="checkbox"/> <b>Change of Hours</b>	<input type="checkbox"/> <b>Re-Evaluation of Disability</b>	
<input type="checkbox"/> <b>Temporary to Permanent</b>	<input type="checkbox"/> <b>Discretionary Bonus</b>	<input type="checkbox"/> <b>Time Study</b>	
Required Approvals			
<b>Supervisor</b>			
<b>Divisional VP</b>			