



PAYROLL NOTIFICATION FORM

Employee Name: _____ Branch: _____ Supervisor: _____ Pay Period: _____

1. Vacation Pay: ALL or Specify amount _____

Dates of vacation (if taking time off): First day of Vacation _____ Date of Return _____

2. Position Change effective date: _____ Previous Position _____ New Position _____

3. Rate/Salary Change effective date: _____

Old Truck Rate _____ Old Shop Rate _____ Old Salary/m _____

New Truck Rate _____ New Shop Rate _____ New Salary/m _____

4. Transfer effective date: _____ Previous branch _____ New Branch _____

5. Deduction from Pay (please attach supporting back up):

Amount _____ Explanation _____

6. Change of Address/Banking information:

New Address/Banking Info (if banking, please attach VOID cheque) _____

7. Employee Exit: Last day worked _____

Reason for leaving (circle) – Resignation Shortage of Work Apprenticeship Leave of Absence Dismissal

Company Equipment Returned (circle) – Coveralls Fuel cards Keys Cell phone/charger Other

Instructions for cell phone (i.e. forward phone?/put number on vacation?): _____

8. Other:

Employee Signature: _____ Date: _____

Branch Manager approval (if required): _____ Date: _____

Operations/Department Manager approval (if required): _____ Date: _____