

Payroll Change Notice

Date _____ I.D.# _____ Social Security# _____ - _____ - _____

Name _____ Title _____ Classification _____

Street Address _____

City / State / Zip _____ Phone (_____) _____

Division _____ Department _____ Shift _____

Check appropriate box:

- | | |
|---|--|
| <input type="checkbox"/> Enter on Payroll | <input type="checkbox"/> Transfer to: (Department) _____ |
| <input type="checkbox"/> Change Rate | <input type="checkbox"/> Change Shift to: _____ |
| <input type="checkbox"/> Remove From Payroll | <input type="checkbox"/> Change Withholding Rate (complete new W-4 form) |
| <input type="checkbox"/> Change Title / Classification to: _____ | |
| <input type="checkbox"/> Change status to: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary | |
| <input type="checkbox"/> Leave of Absence Paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Return <i>Date of Return to work</i> _____ | |
| <input type="checkbox"/> Address / Information Change: _____ | |

Date Effective	<input type="text"/>	Hour	<input type="text"/>
Old Rate	<input type="text"/>	Per	<input type="text"/>
New Rate	<input type="text"/>	Per	<input type="text"/>
Date of Last Payroll Change	<input type="text"/>		

Reason for Payroll Change

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> See Performance Appraisal | <input type="checkbox"/> New Employee |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Other _____ | |

Reason for Termination (Please complete **Exit Interview** form)

- | | |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Voluntary | <input type="checkbox"/> Discharged |
| <input type="checkbox"/> Laid Off | <input type="checkbox"/> Other _____ |

Remarks: _____

Property Manager Signature _____ Date _____

Regional Property Supervisor* _____ Date _____

(*Regional Property Supervisor signature required to process any payroll change.)