

# Payroll Change Notice

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ID # \_\_\_\_\_

Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Title \_\_\_\_\_

Social Security # \_\_\_\_\_

Date Effective: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Check Appropriate Box:

- Add to Payroll
- Change Rate Old Rate: \_\_\_\_\_ per \_\_\_\_\_  
New Rate: \_\_\_\_\_ per \_\_\_\_\_
- Remove from Payroll
- Change Title/Classification to: \_\_\_\_\_
- Transfer to: (Department) \_\_\_\_\_
- Change Shift to: \_\_\_\_\_

Change Withholding Rate (Complete new W-4 form)

Change Status to:

- Full-Time
- Part-Time
- Temporary

Leave of Absence: Paid?  Yes  No

Return (Date of return to work) \_\_\_\_/\_\_\_\_/\_\_\_\_

Address/Information Change \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## New Hire Information

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Date of Birth (For administrative use only) \_\_\_\_/\_\_\_\_/\_\_\_\_

Status:  Full-Time  Part-Time  Full-Time Temporary

Exempt  Non-Exempt  Hourly

Part-Time Temporary

Other \_\_\_\_\_

W-4 attached?  Yes  No

Rate of Pay \_\_\_\_\_ Per \_\_\_\_\_

### Reason for Payroll Change:

- Merit Increase
- See Performance Appraisal
- New Employee
- Promotion
- Other \_\_\_\_\_

### Reason for Termination:

- Voluntary
- Discharged
- Laid Off
- Other

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_