Employee Change Of Status

Company Name:

Employee Name:

First:

Last:

Effective Date:

Rate Change

Old Rate:

Hourly ◯ Salary ◯

New Rate:

Reason For Change

Length of Service ◯

Merit Increase ◯

Promotion ◯

Re-Hire ◯

Re-Eval Job ◯

Separation

Resignation ◯ Retirement ◯ Discharge ◯ Layoff ◯ Leave of Absence ◯

Address / Name Change

Street:

First:

City:

Zip:

Last:

Additional Information:

Authorized By:

Date:

SAVE

Save and then Email to - getorganizedpayroll@gmail.com