



Employee ID: E _____

PAYROLL CHANGE FORM

This form is used to change the pay rate or job status of an employee.

Section 1 Employee Information

First Name _____ Last Name _____

Section 2 Current Employment Status

Course _____ Department _____ Job Title _____

Salary _____ Hourly Rate _____ Vacation Rate _____

Section 3 New Employment Status

Date Change is Effective _____ Reason for Change _____

Course _____ Department _____ Job Title _____

Salary _____ Hourly Rate _____ Vacation Rate _____

Notes: _____

Section 4 Approval

Supervisor Signature _____ Job Title _____ Date _____

Head Office Approval _____ Date _____