

# PAYROLL CHANGE NOTICE

**DATE** \_\_\_\_\_

NAME	DEPARTMENT	SHIFT	FILE NUMBER
EMPLOYEE NUMBER	SOCIAL SECURITY NUMBER	PAYROLL CLASS	

**NEW JOB DESCRIPTION**

TITLE	DEPT.	SHIFT
GRADE	LOCATION	OTHER

**IMMEDIATE JOB HISTORY**

TITLE	DEPT.	SHIFT
GRADE	LOCATION	OTHER

**PAST JOB HISTORY**

TITLE	DEPT.	SHIFT
GRADE	LOCATION	OTHER

**NEW JOB RATE**

\$	PER HOUR
\$	PER MONTH
\$	PER YEAR

**REASON FOR CHANGE**


**SIGNATURES**

EMPLOYEE SIGNATURE	DATE	DEPARTMENT SUPERVISOR	DATE
SUPERVISOR SIGNATURE	DATE	PAYROLL DEPARTMENT	DATE