PAYROLL CHANGE FORM

TO: PAYROLL

FROM: _____ **DEPARTMENT**

circle division location: **(01) GG**   **(02)TN – Distribution Drive**   **(03) IL**   **(04) JV**

(05) MH – Mendenhall

Please enter the following change(s) in your records

EMPLOYEE: _____ **PAYROLL #:** _____
full employee name   badge #

CHANGES:
check all applicable boxes:
[ ] **Department**   **From:**   **To:**
[ ] **Pay Rate**   **From: $**   **To: $**
[ ] **Marital Status**   **From:**   **To:**
[ ] **Other**
[ ] **Name Change**
[ ] **NEW ADDRESS:** _____

_____

_____

REASON FOR CHANGE:
check all applicable boxes

[ ] **Rehire**   [ ] **Merit Increase**   [ ]**Promotion**   [ ] **Transfer**

[ ] **Other (explain):** _____

_____

_____

Change Approved by: _____ **Date:** _____

Change Approved by: _____ **Date:** _____

Change Authorized by: _____ **Date:** _____
(Manager or Supervisor)