

## PAYROLL CHANGE AUTHORIZATION

EMPLOYEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

REQUEST FOR: (check applicable box(es) and indicate appropriate information)

<input type="checkbox"/>	Employment	Hourly Rate*: _____ Average Daily Hours: _____
		Beginning Time: _____ Ending Time: _____
		Length of lunch period if not paid: _____
		Salary Amount: \$ _____ Years Experience: _____
	Contract Period	From: _____ To: _____
<input type="checkbox"/>	Change of Position	From: _____ To: _____
<input type="checkbox"/>	Change of Rate	From: _____ To: _____
<input type="checkbox"/>	Leave of Absence	From: _____ To: _____
<input type="checkbox"/>	Termination	<input type="checkbox"/> Resignation <input type="checkbox"/> Other, explain on reverse side

**Please complete the following section for terminations/resignations:**

Attendance \_\_\_\_\_

Punctuality \_\_\_\_\_

Job Performance \_\_\_\_\_

Evaluation Comments \_\_\_\_\_

Areas of Concern \_\_\_\_\_

Would you re-employ? \_\_\_ yes \_\_\_ no Why? \_\_\_\_\_

\_\_\_\_\_

State reason for recommendation:

\_\_\_\_\_

\_\_\_\_\_

_____ Recommending Supervisor	_____ Date
_____ Finance Manager	_____ Date
_____ Executive Director	_____ Date

COMMENTS:

\*This section **MUST** be completed to comply with record keeping requirements of Wage and Hour Law.

/home/tansie/payroll-change-template.doc