

Payroll Change Notice

Date _____

Name _____

Title _____

Street Address _____ ☐ Change

City/State/Zip _____

Phone Home: _____

Cell: _____ ☐ Change

Business: ☐ PrimePay ☐ PrimeGroup

Department: ☐ Operations ☐ Sales

Reason for Change:

- ☐ Change Rate
- ☐ Remove from Payroll
- ☐ Change Status to:
- ☐ Leave of Absence
- ☐ Change Title to: _____
- ☐ Transfer to: _____ (department)
- ☐ Change Withholding Rate (Complete W-4 Form)
- ☐ Full Time ☐ Part Time ☐ Temporary
- ☐ Paid ☐ Non Paid ☐ Return Date _____

Date of Last Payroll Change:

____ / ____ / ____

Effective Date:

Old Rate:

\$ _____
☐ Hourly ☐ Annually

New Rate:

\$ _____
☐ Hourly ☐ Annually

Percentage
Of Increase

_____ %

Reason for Payroll Change

- ☐ Merit Increase ☐ See Performance Appraisal ☐ New Employee
- ☐ Promotion ☐ Other _____

Reason for Termination

- ☐ Voluntary ☐ Discharged ☐ Laid off ☐ Other _____

Remarks: _____

Submitted By _____ Title _____ Date _____

Submitted By _____ Title _____ Date _____