

**COMPANY NAME**

**PAYROLL STATUS CHANGE**

EFFECTIVE DATE

/ /

NAME

PAYROLL #:

|                    |                  |                       |                     |
|--------------------|------------------|-----------------------|---------------------|
| <b>NEW ADDRESS</b> | STREET           | FOR NEW EMPLOYEE ONLY | SOCIAL SECURITY NO. |
|                    | CITY, STATE, ZIP |                       | DATE OF BIRTH       |
|                    |                  |                       |                     |

| CHANGE     | FROM<br>(DOES NOT APPLY TO NEW EMPLOYEE) | TO |
|------------|--|----|
| JOB        |  |    |
| DEPARTMENT |  |    |
| SHIFT      |  |    |
| PAY        |  |    |

**REASON FOR CHANGE**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="checkbox"/> HIRED       | <input type="checkbox"/> MERIT INCREASE | <input type="checkbox"/> LENGTH OF SERVICE INCREASE  |
| <input type="checkbox"/> REHIRED     | <input type="checkbox"/> RESIGNED       | <input type="checkbox"/> REEVALUATION OF CURRENT JOB |
| <input type="checkbox"/> PROMOTED    | <input type="checkbox"/> RETIRED        | <input type="checkbox"/> PROBATION PERIOD COMPLETED  |
| <input type="checkbox"/> DEMOTED     | <input type="checkbox"/> LAID-OFF       | <input type="checkbox"/> UNION CONTRACT REQUIREMENT  |
| <input type="checkbox"/> TRANSFERRED | <input type="checkbox"/> TERMINATED     | <input type="checkbox"/> _____                       |

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                         |   |   |                        |   |
|-------------------------|---|---|------------------------|---|
| <b>LEAVE OF ABSENCE</b> | CHARGED TO VACATION                                   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO | ADVANCE PAY AUTHORIZED | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
|                         | <div> FROM: __/__/__ </div> <div> TO: __/__/__ </div> |   |                        |   |
| COMMENTS:               |   |   | APPROVAL: _____        |   |