

# PAYROLL NOTICE

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EMPLOYEE NAME: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

ASSIGNED DEPARTMENT: \_\_\_\_\_

JOB CLASSIFICATION: \_\_\_\_\_

ADD TO PAYROLL AT \$ \_\_\_\_\_ HOUR \$ \_\_\_\_\_ COMMISSION

\$ \_\_\_\_\_ PER FLAT RATE HOUR \$ \_\_\_\_\_ MONTHLY

OTHER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

## PAYROLL CHANGE TO CURRENT EMPLOYEE

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EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

PAY: \_\_\_\_\_ RAISE \_\_\_\_\_ DECREASE

FROM: \$ \_\_\_\_\_ HOUR \$ \_\_\_\_\_ COMMISSION

\$ \_\_\_\_\_ PER FLAT RATE HOUR \$ \_\_\_\_\_ MONTHLY

TO: \$ \_\_\_\_\_ HOUR \$ \_\_\_\_\_ COMMISSION

\$ \_\_\_\_\_ PER FLAT RATE HOUR \$ \_\_\_\_\_ MONTHLY

OTHER INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT CHANGE FROM \_\_\_\_\_ TO \_\_\_\_\_

CLASSIFICATION CHANGE FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

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EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE SUBMITTED TO PAYROLL DEPARTMENT: \_\_\_\_\_