

PAYROLL CHANGE NOTICE

MCDANIELS

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

DATE EFFECTIVE _____

EMPLOYEE _____

SOCIAL SECURITY NO. _____ EMPLOYEE NO. _____

THE CHANGE(S)

	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input type="checkbox"/> RATE		
<input type="checkbox"/>		

REASON FOR THE CHANGE(S)

- HIRED PROBATIONARY PERIOD COMPLETED
- RE-HIRED LENGTH OF SERVICE INCREASE
- PROMOTION RE-EVALUATION OF EXISTING JOB
- DEMOTION RESIGNATION
- TRANSFER RETIREMENT
- MERIT INCREASE LAYOFF
- UNION SCALE DISCHARGE
- OTHER _____

CHANGE AUTHORIZED BY _____ DATE _____

CHANGE APPROVED BY _____ DATE _____

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