|  |  |
| --- | --- |
| **Company Name:** |  |
| Form Effective Date: |  |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | | |
| Employee ID: | [ID] | Department: | [Department] |
| Job Title: | [Title] | Manager/Supervisor: | [Name] |
| Employment Type: | ☐ Full-Time | ☐ Part-Time | ☐ Contract |

**Type of Payroll Change**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ New Hire Payroll Setup | ☐ Pay Rate Change | ☐ Position or Job Title Change | ☐ Change in Pay Frequency |
| ☐ Bonus or One-Time Payment | ☐ Termination of Employment | ☐ Other: | |

**Payroll Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Current Salary/Wage Rate: | $[amount] | New Salary/ Wage Rate (if applicable): | $[amount] |
| Pay Frequency: | ☐ Weekly | ☐ Bi-Weekly | ☐ Monthly |
| Payment Method: | ☐ Direct Deposit | ☐ Check | ☐ Other |
| Bonus/ One-Time Payment: | | $[amount] | |
| Effective Date of Change: | | [DATE] | |

**Reason for Change**

|  |  |
| --- | --- |
| **Reason for Payroll Change** | **Details** |
| Promotion |  |
| Performance Review |  |
| Cost of Living Adjustment |  |
| Reclassification |  |
| Termination |  |
| Other: |  |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee (if applicable) |  |  |  |
| Manager/Supervisor |  |  |  |
| HR Representative |  |  |  |
| Payroll Administrator |  |  |  |

**Additional Notes/Attachments**

|  |
| --- |
|  |
|  |
|  |
|  |

**Instructions**

1. Complete all applicable fields before submission.
2. Attach supporting documentation (e.g., promotion letters, resignation notices).
3. Submit to the HR or Payroll Department for processing.