**Employee Payroll Change Form**

# Employee Information

| **Employee Name** |  |
| --- | --- |
| **Employee ID No.** |  |
| **Job title** |  |
| **Department** |  |
| **Manager** |  |

# Payroll Change Details

| **Type of change** |
| --- |
| *Check all that apply.* Wage increase*␧* Overtime rate change*␧* Shift differential adjustment*␧* Bonus or incentives | *␧* Change in pay frequency*␧* Temporary to regular*␧* Part-time to full-time*␧* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reason for pay change** |  |
| *␧* Annual increase*␧* Performance-based increase*␧* Promotion to new role*␧* Market rate adjustment*␧* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Old rate:** | **New rate:**  |
| **Effective date:**  |  |

# Approval

| **Requested by: (Manager/Supervisor)** |  |
| --- | --- |
| Name and signature: | Date: |
| **HR approval:**  |  |
| Name and signature:  | Date: |
| **Payroll processed by:** |  |
| Name and signature: | Date:  |

# Payroll Processing Notes

*(To be filled out by payroll team)*

*␧* New rate updated in payroll system
*␧* Overtime / shift differential updated in payroll system (if applicable)

*␧* Notified employee of rate change

*␧* Confirmed for next payroll