**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