

PAYROLL CHANGE IN STATUS



Emp#: \_\_\_\_\_

NEW HIRE  REHIRE  EFFECTIVE DATE \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security \_\_\_\_\_

Date of Birth \_\_\_\_\_ Wages \_\_\_\_\_

Branch Location \_\_\_\_\_ Sales-Rep Rating \_\_\_\_\_

Reports To \_\_\_\_\_

Bonus or Commission Plan \_\_\_\_\_ Quota \_\_\_\_\_

CHANGES

FROM

TO

Department \_\_\_\_\_

Base Pay \_\_\_\_\_

Commission \_\_\_\_\_

Quota \_\_\_\_\_

CHANGE  DEMOTION  TRANSFER  MERIT INCREASE

LEAVE OF ABSENCE: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Date \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR \_\_\_\_\_ APPROVED \_\_\_\_\_