

# Employee Change



Company Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Name Change \_\_\_\_\_

Address Change \_\_\_\_\_

New Phone # \_\_\_\_\_

## PAY Change

Eff. on Check Dated: \_\_\_\_\_  Hourly  Commission  Salary with Overtime  Salary NO Overtime

Rate From: \$ \_\_\_\_\_  Hourly  Pay Period  Annual Salary

Rate To: \$ \_\_\_\_\_  Hourly  Pay Period  Annual Salary

Retro: \$ \_\_\_\_\_ (Please enter \$ amount employee is to be paid)

## POSITION / DIVISION Change

Effective Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

## WORK STATUS Change

Effective Date: \_\_\_\_\_

Change from:  Active to Terminated  Full Time to Part Time  Part Time to Full Time

## W4 Change

W4 Filing Status:  Single  Married  Married but withhold at a higher single rate

Allowances: \_\_\_\_\_ Additional Amount: \_\_\_\_\_

State Filing Status:  Single  Married  Other \_\_\_\_\_

Allowances: \_\_\_\_\_ Additional Amount: \_\_\_\_\_

## TIME OFF ACCRUAL Change

Change Sick Plan From: \_\_\_\_\_ To: \_\_\_\_\_

Change Vacation Plan From: \_\_\_\_\_ To: \_\_\_\_\_

Change PTO Plan From: \_\_\_\_\_ To: \_\_\_\_\_

\*\* Time Off Accrual Plan must be set up in Evolution, see your Time Off Register for list of plans

## DEDUCTION Change

Name / Code	Change From \$	Change To \$	Start on Check Dated	End on Check Dated	Select One
					<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
					<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
					<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
					<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
					<input type="checkbox"/> Permanent <input type="checkbox"/> One Time
					<input type="checkbox"/> Permanent <input type="checkbox"/> One Time

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_