

PAYROLL STATUS CHANGE

EFFECTIVE DATE

EMPLOYEE NAME: _____

CHANGE	FROM	TO
JOB		
DEPARTMENT		
SHIFT		
PAY	Grade: _____	Grade: _____
	Step: _____	Step: _____
	Hourly Rate: _____	Hourly Rate: _____
	Comments: _____	Comments: _____

REASON FOR CHANGE

- | | |
|--|--|
| <input type="checkbox"/> Annual Performance Evaluation - Step | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Annual Performance Evaluation - Pay for Performance | <input type="checkbox"/> Reclassification of Current Job |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Length of Service Increase - Sheriff Union Employees Only |

COMMENTS, IF NECESSARY _____

APPROVED BY : _____