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|--|--|--------------------------------------|
| <input type="checkbox"/> Delavan Ford | <input type="checkbox"/> Mt. Carroll | <input type="checkbox"/> Morrison |
| <input type="checkbox"/> Delavan Chevy | <input type="checkbox"/> Macomb | <input type="checkbox"/> Q- Honda |
| <input type="checkbox"/> Elkhorn GM | <input type="checkbox"/> Sterling Ford | <input type="checkbox"/> Q - Hyundai |
| <input type="checkbox"/> Elkhorn CDJR | <input type="checkbox"/> Sterling CDJR | <input type="checkbox"/> Stoughton |
| <input type="checkbox"/> Antioch | <input type="checkbox"/> Oregon | <input type="checkbox"/> All Stores |

PAYROLL CHANGE NOTICE

EMPLOYEE INFORMATION

Name _____

Date of Change _____

Department _____

CHANGE	FROM	TO
<input type="checkbox"/> Department		
<input type="checkbox"/> Job		
<input type="checkbox"/> Shift		
<input type="checkbox"/> Rate		
<input type="checkbox"/> Other		

REASON FOR CHANGE

- | | |
|---|--|
| <input type="checkbox"/> Hired | <input type="checkbox"/> Probationary Period Completed |
| <input type="checkbox"/> Re-hired | <input type="checkbox"/> Length of Service Increase |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Re-evaluation of existing job |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Wage Scale Change | |
| <input type="checkbox"/> Leave of Absence: From _____ Until _____ | |
| <input type="checkbox"/> Type of Leave _____ | |
| <input type="checkbox"/> Other (Explain) _____ | |

AUTHORIZATION:

Employee signature _____

Manager Signature _____