



☐ Delavan FL
☐ Delavan CC
☐ Mt. Carroll
☐ Antioch

☐ Elkhorn CDJR
☐ Elkhorn GM
☐ Macomb
☐ Morrison

☐ Oregon
☐ Sterling FL
☐ Sterling CDJR
☐ Monmouth

☐ Quincy Honda
☐ Quincy Hyundai
☐ Stoughton
☐ Woodstock

☐ Elkhorn RV
☐ Green Bay RV
☐ Destination RV

☐ Freedom RV
☐ Sheboygan RV
☐ Platteville

☐ Barneveld
☐ Collision (Delavan)
☐ Collision (Sterling)

☐ Collision (Macomb)
☐ Commercial (Antioch)
☐ Commercial (Delavan)

☐ Management

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 _____