

PAYROLL STATUS CHANGE

NAME: _____

EFFECTIVE DATE (or last day worked): _____

CHANGE	FROM	TO
POSITION		
DEPT/STORE		
PAY		

REASON FOR CHANGE

- HIRED REHIRE PROMOTION LAYOFF DEMOTION
 MERIT INC RESIGNATION TRANSFER RETIREMENT
 DISCHARGE RE-EVALUATION PROBATION PERIOD COMPLETE
OTHER _____

COMMENTS _____

SUPERVISOR SIGNATURE _____

DATE _____