# Payroll Change Form

*This form is used by the Human Resources department to request and document any changes made to an employee’s payroll details, including changes in compensation, classification, or employment status.*

## Employee Information

* **Full Name:** {employeeName}
* **Employee ID:** {employeeId}
* **Department:** {department}
* **Position:** {position}
* **Manager/Supervisor:** {manager}

## Change Details

* **Effective Date of Change:** {effectiveDate}
* **Type of Change:** {changeType}
* **Reason for Change:** {reason}

{#hasSalaryChange}

### Salary Adjustment

* **Previous Salary:** {previousSalary}
* **New Salary:** {newSalary}
* **Pay Frequency:** {payFrequency}

{/hasSalaryChange}

{#hasJobChange}

### Job Classification Change

* **Previous Title:** {previousTitle}
* **New Title:** {newTitle}
* **Previous Classification:** {previousClassification}
* **New Classification:** {newClassification}

{/hasJobChange}

{#hasEmploymentStatusChange}

### Employment Status Change

* **Previous Status:** {previousStatus}
* **New Status:** {newStatus}
* **Comments:** {statusComments}

{/hasEmploymentStatusChange}

## Approvals

|  |  |  |
| --- | --- | --- |
| **Approver Name** | **Title** | **Approval Date** |
| {#approvals}{approverName} | {approverTitle} | {approvalDate}{/approvals} |

## Additional Notes/Comments

{comments}

HR Use Only

* **Form Received Date:** {receivedDate}
* **Processed By:** {processedBy}
* **Date Processed:** {processedDate}