PAYROLL CHANGE NOTICE

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGES(S) IN YOUR RECORDS TO TAKE EFFECT **2/8/2024** (DATE)

EMPLOYEE **Cesar Baez**

EMPLOYEE NUMBER **1100078**

THE CHANGE(S)

CHECK ALL APPLICABLE BOXES			FROM	TO
DEPARTMENT	BASE PAY		32.73	33.74
JOB	LONGEVITY PAY		-	
SHIFT	CERTIFICATIONS RATE			
RATE	TOTAL PAY		32.73	33.74
	ANNUAL RATE			

REASON FOR THE CHANGE(S)

- ☐ HIRED
- ☐ RE-HIRED
- ☐ PROMOTION
- ☐ DEMOTION
- ☐ TRANSFER
- ☐ LONGEVITY INCREASE
- ☐ UNION SCALE
- ☐ PROBATIONARY PERIOD COMPLETED
- ☐ LENGTH OF SERVICE INCREASE
- ☐ RE-EVALUATION OF EXISTING JOB
- ☐ RESIGNATION
- ☐ RETIREMENT
- ☐ LAYOFF
- ☐ DISCHARGE

☐ LEAVE OF ABSENCE FROM _____ (DATE) UNTIL _____ (DATE)

☒ OTHER: (EXPLAIN)

STEP Increase

CHANGE AUTHORIZED BY Shawn D. Montgomery DATE 1/24/24

CHANGE AUTHORIZED BY: _____ DATE _____