PAYROLL CHANGE NOTICE

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGES(S) IN YOUR RECORDS TO TAKE EFFECT **2/10/2024** (DATE)

EMPLOYEE **Keegan Carpenter**

EMPLOYEE NUMBER **1100077**

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)

- [X] OTHER: (EXPLAIN)

STEP Increase

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

CHANGE AUTHORIZED BY _____ DATE _____