PAYROLL CHANGE NOTICE

TO: PAYROLL DEPARTMENT

PLEASE ENTER THE FOLLOWING CHANGES(S) IN YOUR RECORDS TO TAKE EFFECT **1/24/2024** (DATE)

EMPLOYEE **Lance Heimer**

EMPLOYEE NUMBER **8150011**

THE CHANGE(S)

CHECK ALL APPLICABLE BOXES			FROM	TO
DEPARTMENT	BASE PAY		28.5200	29.5800
JOB	LONGEVITY PAY			
SHIFT	CERTIFICATION			
RATE	TOTAL PAY			29.58
	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)

Lance has now attained all of his Level 1 Licenses for Wastewater, Water Treatment and Water Distribution. He will be moving to a STEP 3 Water/Wastewater Operator.

CHANGE AUTHORIZED BY Kevin Pecka DATE 1/26/24

CHANGE AUTHORIZED BY _____ DATE _____