

## TIFT COUNTY PAYROLL CHANGE NOTICE

TO: HUMAN RESOURCES	DATE: _____
FROM: _____	EFFECTIVE DATE: _____
APPROVED BY: (1) _____ (2) _____ (3) _____	DATE: _____

EMPLOYEE NAME		FIRST NAME		MI	LAST NAME		EMPLOYEE NO.	
STREET		SOCIAL SECURITY NUMBER				_____		
DATE OF HIRE		Title				SITE CODE		
CITY		STATE		ZIP CODE				
BIRTH DATE:		MONTH	DAY	YEAR	ETHNIC	M/F	PHONE	

### THE CHANGE(S)

<input checked="" type="checkbox"/>	MARK ALL APPLICABLE BOXES	FROM	TO
	NEW HIRE	ATTACH NEW HIRE FORMS	
	RATE		(HR) (YR)
	LOCATION		
	WITHHOLDING	ATTACH NEW TAX FORMS	
	ADDRESS	WRITE IN NEW ADDRESS ABOVE	
	LEAVE OF ABSENCE	WRITE IN DATE/S & ATTACH EXPLANATION	
	PROMOTION	WRITE IN NEW JOB TITLE	
	TERMINATION	WRITE IN LAST DAY WORKED	COURT DEDUCTION YES      NO
	STATUS	FULL-TIME / PART-TIME	
	OTHER	WRITE IN EXPLANATION	