

# Wage Change Form



Form filled out by: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Employee Job Number: \_\_\_\_\_

Current Hourly/Salary Rate: \_\_\_\_\_

New Hourly/Salary Rate: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Reason for Change:

Is this permanent  or temporary?

Submitted by: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Approved  Denied

Supervisor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Final Approval: \_\_\_\_\_

Approved  Denied

By: \_\_\_\_\_

Date: \_\_\_\_\_

No budgets or wages will be changed until written authorization from Danny Kilgore is Received.  
Changing a budget or Wage without Danny's authorization is a terminable offense so DON'T DO IT!