



Dimeo Properties Inc.

Payroll Change Form

Employee Name:
Location:

SS#: _____
Manager: _____

Type of change: Please ✓ below.

- New Hire- Position: _____
 - Start Date: _____ Starting Wage: _____
 - Full Time: _____ Part Time: _____
- Re-Hire (date last worked at Dimeo): _____
- Resigned
 - Date: _____ Notice Given: _____
- Termination
 - Date : _____ Reason: _____
- Wage Increase From: \$ _____ To: _____
 - Merit Increase: _____
 - Review
 - EFFECTIVE DATE: _____
- Transfer:
 - From: _____ To: _____

Approved by:

Immediate Supervisor

Date

Next Level Supervisor

Date

Revised: 4/04

HR/Payroll Use: Received: _____

Processed: _____