

EMPLOYEE NAME		EMPLOYEE NUMBER	
CURRENT DEPARTMENT		CURRENT JOB CLASS & CODE	
FIRST CHANGE		EFFECTIVE DATE	
FROM		TO	
JOB CLASS TITLE & CODE		JOB CLASS TITLE & CODE	
PAY GRADE & STEP		PAY GRADE & STEP	
ADMIN UNIT/SALARY SPEC		ADMIN UNIT/SALARY SPEC	
BASIC HOURLY/BI-WEEKLY RATE		BASIC HOURLY/BI-WEEKLY RATE	
		EFFECTIVE DATE	

PAYROLL COMPUTATIONS

WEEKS/DAYS	SALARY DIFFERENCE	
AUTO PAY DIFFERENCE (1)	AUTO PAY DIFFERENCE (2)	
OVERTIME DIFFERENCE	INTEREST	TOTAL

NEXT CHANGE		EFFECTIVE DATE	
FROM		TO	
JOB CLASS TITLE & CODE		JOB CLASS TITLE & CODE	
PAY GRADE & STEP		PAY GRADE & STEP	
ADMIN UNIT/SALARY SPEC		ADMIN UNIT/SALARY SPEC	
BASIC HOURLY/BI-WEEKLY RATE		BASIC HOURLY/BI-WEEKLY RATE	
		EFFECTIVE DATE	

PAYROLL COMPUTATIONS

WEEKS/DAYS	SALARY DIFFERENCE	
AUTO PAY DIFFERENCE (1)	AUTO PAY DIFFERENCE (2)	
OVERTIME DIFFERENCE	INTEREST	TOTAL

PREPARED BY:	BUREAU OF HUMAN RESOURCES APPROVAL:
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