



# Employee Pay Rate Change

915 Mistletoe Lane, Redding, CA 96002 ▲ Phone (530) 223-4674 ▲ Fax (530) 223-6342

<b>Employee Name:</b>	
<b>Company Name:</b>	
<b>Current Pay Rate: \$</b>	<b>New Pay Rate:</b>
<b>Effective Date of Pay Increase:</b>	
<b>Reason for Increase:</b>	
<b>Supervisor's Signature:</b>	<b>Date:</b>

*IMPORTANT: This form needs to be faxed (530) 223-6342 prior to effective payroll to allow for processing time.*