

Instructions for Payroll Change Form



Cleveland University

KANSAS CITY

Chiropractic and Health Sciences

PAYROLL CHANGE

Employee:	Jimmy Crack Back	Current Rate:	
Title:	Clinical Educator	New Rate:	
Department:	Clinic	Review Period:	<input type="checkbox"/> Hourly <input type="checkbox"/> Annualized

Reason:	Employee worked 8 hours on: March 13, 2022 March 14, 2022 March 15, 2022 \$750 total compensation	Date(s) you worked Total \$ you are owed (\$250/day)
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SIGNATURES

Budget Mgr. / Dept. Head / Director	Vice President
Date / /	Date / /

Chief Financial Officer	President
Date / /	Date / /

Instructions:

1. Enter information highlighted in yellow.
2. Save document.
3. Promptly email to Director of Clinical Operations for inclusion in next payroll cycle.



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