HOURLY RATE CHANGE SHEET

Payroll Department

Employee Name	Old Rate	New Rate	GL Acct #	Reason for Rate Change	Effective Check Date*

Salary Equivalent of Hourly Rates

Hourly Rate	Annual Salary
$11.10	$23,088
$12.00	$24,960
$13.00	$27,040
$14.00	$29,120
$15.00	$31,200
$20.00	$41,600
$30.00	$62,400

* Please choose the effective date with regards to the dates worked

Check Date	Days Worked
1/4/2019	12/8/18 - 12/21/18
1/18/2019	12/22/18 - 1/4/19
2/1/2019	1/5/19 - 1/18/19
2/15/2019	1/19/19 - 2/1/19
3/1/2019	2/2/19 - 2/15/19
3/15/2019	2/16/19 - 3/1/19
3/29/2019	3/2/19 - 3/15/19
4/12/2019	3/16/19 - 3/29/19
4/26/2019	3/30/19 - 4/12/19
5/10/2019	4/13/19 - 4/26/19

Supervisor's Name:_____

Supervisor's Signature:_____

Payroll Office Use Only:

Treasurer's Signature: _____

Payroll Initial:_____ Date Entered:_____