



**BOYS & GIRLS CLUBS  
OF THE PENINSULA**

**PAYROLL CHANGE NOTICE**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Effective Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Date of Birth**

**Male** \_\_\_\_\_

**Female** **Position** \_\_\_\_\_

\_\_\_\_\_  
**Location**

**New Hire**

**Part Time**

**Full Time**

**From**

**To**

**Department Change** \_\_\_\_\_

**Position Change** \_\_\_\_\_

**Rate Change** \_\_\_\_\_ **per** \_\_\_\_\_

\_\_\_\_\_ **per** \_\_\_\_\_

**Leave of Absence from** \_\_\_\_\_ **to** \_\_\_\_\_

**Medical**

**Personal**

**Military**

**Termination**

**Change of Address to** \_\_\_\_\_

**Other/Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Manager** **Date**

\_\_\_\_\_  
**Director** **Date**

\_\_\_\_\_  
**Human Resources Director** **Date**

\_\_\_\_\_  
**Finance Director** **Date**