**Payroll Information**

**Store # \_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Pay Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vacations** **Extra Days/PTO**

1. 1.

2. 2.

3. 3.

4. 4.

**Raises**

Name New Rate (without +2)

1.

2.

3.

4.

5.

**New Hires**

Name Rate (without +2) Age Work Permit # (if minor)

1.

2.

3.

4.

**Terminates**

Name Date of Termination Age

1.

2.

3.

4.

Any eTimekeeping corrections should be made before 8am on Monday.

This sheet must be filled out for every payroll and faxed to the office by 9:30am Monday.

Changes to Loss of Appreciation Pay should also be made by 9:30am Monday.

Any changes to the payroll after this time cannot be guaranteed for this payroll date.

Required Payroll Paperwork may be brought to the office after this time, but please attempt to bring all materials as soon as possible!