



### PAY RATE/POSITION CHANGE REQUEST FORM

Remember that no raise will be communicated to the employee until all necessary approvals have been received. Even upon approval, nothing in this document is intended to create a contract of employment for a specific term and all employment is at will.

#### SECTION 1: TEAM MEMBER INFORMATION

Employee Name \_\_\_\_\_ Date of Hire \_\_\_\_\_  
 Store \_\_\_\_\_ Job Title \_\_\_\_\_  
 Manager Submitting Request \_\_\_\_\_ Today's Date \_\_\_\_\_

#### SECTION 2: ADJUSTMENT INFORMATION

**PLEASE SELECT THE TYPE OF CHANGE:**

- \_\_\_\_ Pay Rate Change No Position Change (hourly increase, salary increase)
- \_\_\_\_ Pay Rate Change with a Position Change (promotion to new position)
- \_\_\_\_ 2nd Rate (add 2nd job for Team Member within same store - *NOT to be used for a job change, transfer, or promotion*)
- \_\_\_\_ Other: *please specify* \_\_\_\_\_

Current Position (Required): \_\_\_\_\_ New Position (if applicable): \_\_\_\_\_  
 Current Pay Rate (Required): \_\_\_\_\_ New Rate(Required): \_\_\_\_\_

Reasons/Justification for Change:

\*\*\*PLEASE ATTACH ALL SUPPORTING DOCUMENTS including **Team Member Coaching Log, Observation Form, or Performance Review**\*\*\* Failure to do so may delay processing and/or approval. Upon completion, **please turn in this request to the HR FOLDER for pickup OR email with all supporting documents to: HR@MISSIONYOGURT.COM**

#### SECTION 3: APPROVAL/HR USE ONLY

Review History	POSITION/PAY INFORMATION	Position History
90 day Date _____ Increase _____	Date HR Received _____	Other Position YES NO
Last Annual Date _____ Increase _____	Hold _____ Hold _____	Title _____
(Other) Date _____ Increase _____	90 day Annual	Current Rate _____ Rate Increase _____
Reason for Other _____	Special 2nd Rate	Store _____
	<b><u>PROCESSING INFORMATION</u></b>	Primary YES NO
Raise Review Entered (Submitted) _____	Approved Date _____	ADP Code _____
Effective Date _____ Check Date _____	Raise Review Updated _____	ADP Updated _____ Date _____
Check Date _____ Manager Notified _____		
Executive Management Signature _____	Approved: YES NO*	
*reason for denial of request: _____		