



Midvale Location & Corporate HQ

631 W Commerce Park Dr
Midvale, UT 84047
Phone (801) 561-8300
Fax (801) 561-8383
Toll Free (800) 999-5778

Logan Location

642 N 1000 W Unit #104
Logan, UT 84321
Phone (435) 774-1200
Fax (435) 774-1210
Toll Free (866) 774-1201

Ogden Location

1410 Gibson Avenue
Ogden, UT 84404
Phone (801) 621-6426
Fax (801) 621-0456
Toll Free (800) 234-3857

Orem Location

1021 N 1430 W
Orem, UT 84057
Phone (801) 225-7742
Fax (801) 225-7946
Toll Free (800) 333-3962

ALLRED'S PAYROLL STATUS CHANGE

***** CONFIDENTIAL *****

(Revised 2015)

General Information

Employee Name ▼	Payroll Number ▼	Effective Date ▼ / /
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New Address Information

Street Address ▼	
City, State, Zip ▼	Telephone Number ▼
FOR NEW EMPLOYEES ONLY	Social Security Number ▼ Date of Birth ▼ / /

Status Change Information

CHANGE TYPE	CHANGE FROM (DOES NOT APPLY TO NEW EMPLOYEES)	CHANGE TO
JOB		
DEPARTMENT		
SHIFT		
PAY		

Reason For Change

<input type="checkbox"/> HIRED	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> LAYOFF	<input type="checkbox"/> PROBATION PERIOD COMPLETED
<input type="checkbox"/> REHIRED	<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> DISCHARGE	<input type="checkbox"/> UNION CONTRACT
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> RESIGNATION	<input type="checkbox"/> LENGTH OF SERVICE INCREASE	<input type="checkbox"/> OTHER (explain, if necessary) ▼
<input type="checkbox"/> DEMOTION	<input type="checkbox"/> RETIREMENT	<input type="checkbox"/> REEVALUATION OF CURRENT JOB	

Leave of Absence

From Date ▼ / /	To Date ▼ / /	Charged to Vacation? ▼ <input type="checkbox"/> YES <input type="checkbox"/> NO	Family Leave Act? ▼ <input type="checkbox"/> YES <input type="checkbox"/> NO
Other, Please Explain ▼			

Status Change Authorization

Authorized By ▼	Approved By ▼
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COPIES SENT TO:

PAYROLL

PERSONNEL

DEPARTMENT HEAD