

Advanced Poly-Packaging, Inc.

Payroll Change/Corrections Form

Employee Number		
Employee Name:		
Dept:		
Supervisor:		
Contact Information Change		Notes: 1
Address:		
Phone:		
Cell Phone:		
Emergency contact name:		
Emergency contact phone number:		
Direct Deposit Changes		Notes: 2
Bank Name:		
Routing Number:		
Account Number:		
Vacation Requests		Notes: 3, 4
Remaining vacation days/hours:		
Dates requested:		
Travel destination:		
HR Verification:		
Date paid:		
Clock IN/OUT Corrections		Notes: 5, 6, 7
Date:	Time In:	Time Out:
Date:	Time In:	Time Out:
Date:	Time In:	Time Out:
Date paid:		
Schedule Changes		Notes: 8
Previous Dept / Shift:		
Previous Schedule:	Time In:	Time Out:
New Dept / Shift:		
New Schedule:	Time In:	Time Out:
Date changed:		
Wage Changes		Notes: 9
Current rate / hourly wage:		
New rate / hourly wage:		
Withholdings / Tax Changes (Form W4)		Notes: 10
Status change:		
Change number of allowances:		
Additional amount to be withheld:		
Health Benefits Changes		Notes: 11, 12
Medical changes:		
Dental changes:		
Life / Disability / Other:		
COBRA / FMLA:		
Deductions Changes		Notes: 13, 14, 15, 16
Tools:		
Child Support:		
401K:		
Uniforms:		
Other:		
Resignation / Termination		Notes: 17, 18
Exit interview conducted by:		
Signature	Date	
Supervisor Approval		
Signature	Date	

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Notes: (Reverse side of form)	
1	All employees must keep their contact information up to date.
2	All employees must provide bank information. Authorization for Direct Deposit form.
3	Requires plant manager approval.
4	Must be received by HR Manager 2 weeks prior to vacation date.
5	Manual punch card required with supervisor approval for each entry.
6	Failure to punch IN/OUT will result in lost time and wages.
7	Failure to punch IN/OUT may make you ineligible for attendance bonuses.
8	Scheduled Clock IN/OUT changes must be reported immediately (shift changes).
9	Employee evaluation required.
10	Form W-4 required.
11	Medical forms required/available upon request.
12	Some benefits available only during open enrollment, after intial 90 day hire period.
13	Tools cannot exceed 1 weeks pay.
14	Some benefits available only during open enrollment, after intial 90 day hire period.
15	Child support and other deductions may be court ordered and cannot be changed.
16	Uniforms expenses vary; see HR for current charges.
17	Resignation letter encouraged with 2 weeks notice.
18	Termination / exit checklist required.

Instructions:	
1	Employee requesting changes should complete this form and give the form to their supervisor.
2	Allow enough time for HR / supervisor to research and make necessary changes.
3	Read APPI Employee Policy manual for additional information.
4	Supervisors must ensure accuracy and completeness of information before submitting to HR.
5	Providing false information may lead to disciplinary action including termination of employment.

Comments:	

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