



Payroll Frequency Change Request Form

Company ID:

Company Name:

Current Payroll Frequency:

Desired Payroll Frequency:

Please indicate your new desired check date(s) (e.g. 15th of each month, every other Friday, etc.):

Please indicate your new desired pay period(s) (e.g. the 1st - 15th of each month, Sun - Sat, etc.):

If your check date falls on a non-business day, how would you like to handle the calendar move?

Move to one business day PRIOR

Move to one business day AFTER/FOLLOWING

How do you currently enter payroll?

I enter payroll online

Pay-Net enters my payroll

Are any of your employees paid a regular Salary (versus a Base Hourly Rate)?

Yes

No

PLEASE NOTE: Your employee salary rates, deductions, and tax frequencies will automatically be updated to bring them into line with your new payroll frequency. For instance, if you have an employee who is normally paid \$1,000 twice per month, we will automatically update this rate to reflect a change to a monthly frequency, by setting up the employee to be paid \$2,000 once per month.

If you **DO NOT** want these changes to be made automatically, or if you would like to submit different rates, please check below. A Pay-Net staff member will reach out to you to gather the details of your requested changes.

Would you like Pay-Net to automatically update your employee information?

Yes, please update employee details and **charge applicable fees**

NO, I would like to make these changes myself

Name:

Date:

***** INTERNAL USE ONLY *****

Calendar Rebuilt By:

Date:

Make sure BILLING is also checked and updated, as needed!