

# 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:** Employee salary rates, deductions, and tax frequencies will NOT 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, an update to this rate would be required to reflect a change to a monthly frequency, by setting up the employee to be paid \$2,000 once per month.

**If you DO want these changes to be made on your behalf, or if you would like to submit different rates, please check below.** A staff member will reach out to you to gather the details of your requested changes and quote applicable fees.

Would you like to receive a quote for ETA/applicable fees to update your employee information?

*Yes, please contact me regarding Data Entry fees and time of completion estimates*

*NO, I will be completing these changes myself*

Name:

Date:

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

Calendar Rebuilt By:

Date:

Calendar Verified By:

Date: