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**Cc:** [Kyle Welch](#); [Shanika Johnson](#); [Lisette Villar](#); [Amanda Belk](#); [Christine Ellis](#); [Shantelle Rasmussen](#); [Aly Bitter](#); [Andrew Carpenter](#)  
**Subject:** Pay Rate Changes  
**Date:** Friday, January 4, 2019 3:31:44 PM  
**Attachments:** [2019 Start of Payroll Calendar.pdf](#)  
[image001.png](#)

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Happy New Year!

Just a reminder of the wage change process. Please make sure to read the email entirely as there are some changes.

- A Wage Change form must be submitted to your supervisor
  - Fill out the appropriate information: Store #, Employee Name, Current Rate, New Rate, Effective Date, and GM Signature.
  - The form will then be sent to your District Supervisor via email.
- The effective date for wage increases will be the start of a new pay period. I have attached a calendar with the start of the pay period circled.
- Once Payroll has received the form, a confirmation email will be sent. Then the increase may be communicated to the employee. Do not make wage increase promises without following the wage change process.
- The new wage should be changed in Focus on the effective date listed on the Wage Change form.
  - The new rate should not be changed before or after the effective date as labor metrics will be effected.
  - I will send out a friendly email reminder to change rates in Focus.

Lastly, all Wage Change forms must be received by 4pm CST on the Monday starting the new pay period. If the form is not received by the end of the business day, the new rate will take effect on the next pay period.

If you have questions or concerns about the process, please let me know.

**Sparkle Mathis**

HR/Payroll Clerk

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