



Wage Change – Chicago Scoops, LLC

Store number:

Employee name:

Current Rate:

New Rate:

Effective date*:

Reason for rate change:

GM Signature:

*please note that the effective date should reflect the first day of the start of a new pay period. Please refer to the payroll calendar located under the HR tab on the portal. Please set a reminder for yourself to make the necessary change in Focus on the effective date.

When completed, please email this form to payroll@chicago-scoops.com, cc'ing your supervisor for approval.