PAYDATA
WORKFORCE SOLUTIONS

COMPANY CHANGE FORM – Miscellaneous

Client Number:_____   Client Name:_____
Company Number: _____   Company Name:_____
Date Requested: _____   **Change Effective Date**:_____
(Please note: For proper audit PayData requires advance notice for company changes)

Changing Delivery: _____   (Change Priority Level:_____   Purple Slip to Processing: Y/N)
Change to Pay Frequency: _____   Change and update: TimeworksPlus / evoClock+   Yes / No / NA
Change/New Pay Period Begin Date:_____
Change/New Pay Period End Date:_____   Maximum Hours on check: _____
Change/New Pay Check Date:_____   Maximum Dollars on check: _____
Does TOA need to be adjusted if pay frequency changes? _____

Changing to: **Internal Use Only**
 *Pressure Sealed Checks: Yes / No   (verify net check or signature)   * **Add company to Log** _____
 *VMR: RWA / PDF   (Checks and or Reports)   * **Add company to Log** _____
 *Change Federal EIN _____   New POA_____

TimeworksPlus Changes
Change/New Overtime Rules: (Choose only one option)
_____   Overtime after 40 Hours in a pay week   ____No Overtime, All Straight Time
_____   Overtime after 80 Hours in a pay period ____Overtime after 40 Hours in a week OR 8 hours per day, whichever is more

Change/New Rounding Rules: (Choose only one option)
_____   No Rounding   _____   C5 - Round to next 5 minute interval in favor of employer
_____   N5 - Round to the nearest 5 minute interval   _____   C10 - Round to next 10 minute interval in favor of employer
_____   N6 - Round to the nearest 6 minute interval   _____   C15 - Round to next 15 minute interval in favor of employer
_____   N10 - Round to the nearest 10 minute interval _____   Sched15 - Round within 15 minutes of schedule to
_____   N15 - Round to the nearest 15 minute interval   schedule on employee set up screen

Change/New Clock Prompts:

Numeric/Dollar Prompts:_____   Labor Code Prompts:_____

Adjustment to Processing Rules (Shifts, Codes for OT, etc.)_____

Is client being billed for changes? ☐Yes ☐No   **If yes, amount per pay period** $_____   **Flat amount** $_____
I agree to and authorize PAYDATA to make the above changes to our company set up.

Authorized client representative: _____	*Title:* _____
Signature:_____	**Date:**_____

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