

Instructions

Employee Wage Notice Template Form

These instructions are applicable for both new employee wage notices and change notices. If you are filling out the change notice form, you only need to fill in fields where information has changed. If you are filling out the notice for a new employee, you must fill out the entire form. Please contact your Agency Applicant Services representative if you have any questions.

Fields on Page 1

1. Employee name, ID, and date: Enter applicable information for employee.
2. Agency name, telephone, address: Enter applicable agency information. Agency telephone and address should be main agency telephone and central address.
3. Job Class: Enter the employee's job class.
4. Collective Bargaining Agreement or Compensation Plan: Enter employee's applicable CBA or compensation plan name.
5. Compensation Rate: Enter the employee's hourly rate of pay, as shown in SEMA4.
6. Compensation Grid ID, Range, and Step: Enter the applicable compensation grid ID, range (or lane), and step (if applicable) for the employee. If the employee is off step, please enter "N/A."
7. Paid vacation hours: Enter the number of vacation hours that the employee is eligible to accrue within a two-week pay period, based on the maximum hours that the employee could work. If an employee is ineligible for accrued vacation time, enter '0' or 'N/A.'
8. Paid sick time hours: Enter the number of sick hours that the employee is eligible to accrue within a two week pay period, based on the maximum hours that the employee could work. If an employee is ineligible for accrued vacation time, enter '0' or 'N/A.'

Fields on Page 2

1. Employee name, ID, and date: Enter applicable information for employee.
2. FLSA Exemption Status and Basis: Enter the employee's FLSA exemption status, either "Exempt" or "Nonexempt" and the basis for this status (i.e., professional, administrative, executive).
3. Anticipated date of first payment of wages earned: Enter in the date in which the employee will receive the first paycheck after starting the job. This field is not included on change notices and should only be filled in for new employees.
4. Signature section: The employee may sign this form electronically by checking the box and typing their name along with the date. This field is not included on change notices, and employees do not need to sign acknowledging receipt of a change.

Field on Page 7

Applicable Agency Supplemental Agreements and MOUs: Enter any supplemental agreements and MOUs in this field. Any supplemental agreements or MOUs that impact an employee's information on the employee wage notice form should be referenced in this field. These include supplemental agreements located in the back of the collective bargaining agreements that are specific to an agency, division, or location. Please keep in mind that these additional documents may not always be found in the collective bargaining agreements and may be located elsewhere within the agency.