

Pay Change Request Guidance & Form

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Download the [Pay Change Request form](#) (MS Excel format).

Guidance:

- When a hospital leader would like to make a pay rate change/salary increase, complete the Pay Change Request form.
 - The **Effective Date of Increase** should be either the 1st or 16th of the month for payroll processing purposes.
- Email the completed form to compensation@wellhavenpethealth.com **and copy**
 - Jenni Jones or Mark Johnson
 - Daniel Weaver in Payroll

Jenni or Mark will review for approval.

Preview of what the form looks like ([download the form at the link above](#)).
