

Payroll Communication: Salary Increase/Probation End

Action/Reason Code \_\_\_\_\_ / \_\_\_\_\_ (Check WOOC Y\_\_ N\_\_)

Effective Date \_\_\_\_\_ From Step \_\_\_\_ @ \$ \_\_\_\_\_ to Step \_\_\_\_ @ \$ \_\_\_\_\_

Next Increase Date \_\_\_\_\_

Entered in SEMA4 by \_\_\_\_\_ (initial) on \_\_\_\_\_ (date)