



Client Schedule Adjustment Form

Effective Date

Client Number

Client Name & DBA (if applicable):

To adjust your pay schedule please indicate the next **3 payroll pay dates**, pay periods, and the frequency of pay.

Frequency of Pay: (Select one)

<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Semi-Monthly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
Pay Dates: 52 Normal Hours: 40 Days in Period: 7	Pay Dates: 26 Normal Hours: 80 Days in Period: 14	Pay Dates: 24 Normal Hours: 86.67 Days in Period: 15	Pay Dates: 12 Normal Hours: 173 Days in Period: 31	Pay Dates: 4 Normal Hours: 520 Days in Period: 90	Pay Dates: 1 Normal Hours: 2080 Days in Period: 365

Pay Date Options:

Holiday Rule

If your payroll check date lands on a Holiday or Weekend.

Payroll Run Date

How many days before the check date will you process? ACH minimum is 2 days before.

Weekly & Bi-Weekly Clients

Select the weekday the checks will be dated for.

Semi-Monthly Clients

Select the weekday the checks will be dated for.

Monthly Clients

Select the date of each month the check should be dated for.

- Are there any amounts for employee deductions, direct deposits, earnings, garnishments, or tax overrides that we should update? *If yes, please provide attach any details and the orders for updating.*

Additional Notes:

Pay Period #1:

Pay Date:

Pay Period Begin Date:

Pay Period End Date:

Pay Period #2:

Pay Date:

Pay Period Begin Date:

Pay Period End Date:

Pay Period #3:

Pay Date:

Pay Period Begin Date:

Pay Period End Date:

Client Signature #1

Client #1 Print Name & Date

Client Signature #2 (if applicable)

Client #2 Print Name & Date (if applicable)

Internal Use Only

Entered by:

Date:

Verified by:

Date: