

Clear form

Employee's last name	Employee's first name	Date of birth
Employer's last name	Employer's first name	

Starting from the beginning of the next open pay period, we will change the pay to be given:

once a month

twice a month

Date and signature

Date and place	
Employee's signature	Employer's signature

The payment date according to the payment schedule for monthly pay is the 15th day of the following month or the preceding working day.

When pay is due twice a month, the payment date of the pay for the beginning of the month (days 1–15) according to the payment schedule is the last working day of the same month. The payment date of the pays for the end of the month (days 16–31) according to the payment schedule is the 15th day of the following month or the preceding working day.

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