



PICS Status Change Form

Use this form for employee wage adjustment, address changes, and name changes. First, print the names of the employee, client, and Managing Party. Then, complete the appropriate box(es) below.

Employee Name _____

Client Name _____

Managing Party Name _____

Employee Wage Adjustment



Regular wage adjustment Other _____
Please specify

Current wage: \$ _____

New wage: \$ _____

Effective date: _____ / _____ / _____
**Effective date to be first day of new pay period*

Employee Signature _____

Managing Party Signature _____

Address Change



Employee Managing Party Client

complete OLD address complete NEW address

Name Change



Employee Managing Party Client

OLD first and last name NEW first and last name

Office Use Only

Change received and processed I-9 Form updated (name change only)

Signature/Date _____

Revised 07/30/09