

# Additional Employee Pay Changes



City of Richmond  
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Richmond, California  
94804  
Phone: 510-620-6602

[www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)

Date Submitted:

New     Revised

Employee Number:

Employee Name:

Work Phone:

Department:

Supervisor:

Supervisor's Phone:

Proposed Pay Change

Effective Date:

Explanation:

## Department Head Approval:

Name:

Signature:

## HR Analyst Review:

Name:

Signature:

**Send completed form to Human Resources with supporting documents attached**

Note: This form does not replace the PAF process for changes in base pay.