

MERCURY HERALD COMPANY

DATE \_\_\_\_\_

TO THE PAYROLL DEPARTMENT:

PLEASE BE GOVERNED BY THE FOLLOWING INSTRUCTIONS REGARDING

\_\_\_\_\_ AN EMPLOYEE OF THE  
\_\_\_\_\_ DEPARTMENT, FOR THE  
PAYROLL PERIOD BEGINNING \_\_\_\_\_ 194\_\_ AND ENDING  
\_\_\_\_\_ 194\_\_.

\_\_\_\_\_ HOURS OVERTIME, TO BE PAID - IN CASH \_\_\_\_\_  
TIME OFF \_\_\_\_\_  
ADDED TO VACATION \_\_\_\_\_

\_\_\_\_\_ REGULAR HOURS

SALARY CHANGE BEGINNING \_\_\_\_\_ 194\_\_ @ \_\_\_\_\_

PER MONTH - OLD SALARY \_\_\_\_\_ PER MONTH.

REMARKS:

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APPROVED \_\_\_\_\_

APPROVED \_\_\_\_\_