



COUNTY OF HAYS

HAYS COUNTY TREASURER'S OFFICE
111 E. SAN ANTONIO ST. SUITE 200
SAN MARCOS, TX 78666
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WWW.CO.HAYS.TX.US

PAYROLL CYCLE CHANGE FORM

NAME: _____ EMP # _____

PLEASE CHANGE MY PAY CYCLE TO:

SEMI-MONTHLY – 15TH OR LAST WORKING DAY PRIOR TO
THE 15TH AND THE LAST WORKING DAY OF THE MONTH

MONTHLY – LAST WORKING DAY OF THE MONTH

SIGNATURE: _____ DATE: _____