



UT EPAS Employee Rate Form

This is a request for Acumen to update the below employee's pay rate. This rate sheet is required for all new employees, and is also required if you wish to change the pay rate for existing employees. In order to ensure proper payment, please provide Acumen with the following information so the employee is paid the correct rate for services provided.

Employee Name (please print): _____

Employee's Social Security Number (last 4 digits only): _____

Please use the following guidelines when determining the pay rate for this employee:

Minimum wage in Utah is **\$7.25/hour**. The max pay rate for EPAS is **\$13.00/hour**.

Service Code: **ERP** Hourly Pay Rate: \$_____

- This is an EXISTING employee who already works for me and receives their paychecks through Acumen. (**See special instructions for the effective date.**)
- This is a NEW employee that I am hiring to work for me. (*The effective date should match the employee's hire date.*)

*Effective date of this pay pate: _____ (Include month, day and year.)

***SPECIAL INSTRUCTIONS FOR EXISTING EMPLOYEES:** The effective date for rate changes for existing employees must be either the 1st or 16th of the month (the first day of a pay period). Rate changes cannot be retroactive and require notice to Acumen at least 2 weeks in advance of the effective date. Please review the effective date that you've listed on this form and make changes if needed. Rate sheets that do not follow these guidelines will not be processed.

Employer Name (please print): _____

Employer Signature: _____ Date: _____

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