

PAYROLL STATUS CHANGE

NAME: _____ PAYROLL # _____ EFFECTIVE DATE: _____

CHANGE

	FROM	TO
JOB		
DEPARTMENT		
STATUS		
PAY		
PAY GRADE		
HOURS		
CLASSIFICATION		

REASON FOR CHANGE

HIRED	MERIT INCREASE	LENGTH OF SERVICE INCREASE
REHIRED	RESIGNATION	REEVALUATION OF CURRENT JOB
PROMOTION	RETIREMENT	PROBATION PERIOD COMPLETE
DEMOTION	LAYOFF	TRANSFER TO ANOTHER PROGRAM
DISCHARGE		

COMMENTS: _____

AUTHORIZED BY

APPROVED BY

FOR ADMIN AND FINANCE USE ONLY

NEW JOB DESCRIPTION NEEDED _____	DATE PAYROLL RECORDS UPDATED _____
BENEFITS PACKAGE NEEDED FILLING OUT _____	DATE PERSONNEL FILE UPDATED _____
COBRA LETTER NEEDED _____	

RECEIVED IN ADMINISTRATION _____	BY: _____
RECEIVED IN FINANCE _____	BY: _____