|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYEE NAME |  | DATE of FORM |  |
| EMPLOYEE ID |  | DATE EFFECTIVE |  |
| POSITION TITLE |  | DEPARTMENT |  |

**[](https://goo.gl/zJhHPa)PAYROLL CHANGE FORM TEMPLATE**

**TYPE OF REQUEST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | NEW EMPLOYMENT | | | | | | BEGIN DATE | |  | | | END DATE | | OPEN |
|  | AVG DAILY HRS |  | | | | | START TIME | |  | | | END TIME | |  |
|  | LENGTH OF UNPAID BREAKS |  | | | | | | | LENGTH OF PAID BREAKS |  | | | | |
|  | HOURLY RATE |  | | | | | | | SALARY AMT |  | | | | |
|  | CONTRACT POSITION | | | | | | INITIAL RATE | |  | | REVISED RATE | | |  |
|  | CHANGE OF POSITION | | | | | | INITIAL RATE | |  | | REVISED RATE | | |  |
|  | CHANGE OF RATE | | | | | | INITIAL RATE | |  | | REVISED RATE | | |  |
|  | LEAVE OF ABSENCE | | | | | | INITIAL RATE | |  | | REVISED RATE | | |  |
|  | TERMINATION (COMPLETE SECTION BELOW) | | | | | |  | RESIGNATION (COMPLETE SECTION BELOW) | | | | |  | OTHER |
|  | IF “OTHER,” EXPLAIN |  | | | | | | | | | | | | |
|  | ATTENDANCE |  | | | | | | | | | | | | |
|  | PUNCTUALITY |  | | | | | | | | | | | | |
|  | JOB PERFORMANCE |  | | | | | | | | | | | | |
|  | EVALUATION COMMENTS |  | | | | | | | | | | | | |
|  | AREAS OF CONCERN |  | | | | | | | | | | | | |
|  | IS RE-EMPLOYMENT AN OPTION? |  | YES |  | NO | WHY? |  | | | | | | | |

**REASON FOR RECOMMENDATION**

|  |  |
| --- | --- |
| STATEMENT OF NEED |  |
| SPECIAL NOTES |  |

**AUTHORIZATION**

|  |  |  |  |
| --- | --- | --- | --- |
| DIRECT SUPERVISOR |  | DATE |  |
| FINANCE DEPARTMENT |  | DATE |  |
| EXECUTIVE DIRECTOR |  | DATE |  |