|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Date of Form** |  |
| **Employee ID** |  | **Date Effective** |  |
| **Position Title** |  | **Department** |  |

**Payroll Change Form Template**

**Type of Request**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **New Employment** | **Begin Date** |  | **End Date** |  |
|  | **Avg Daily Hours** |  | **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** |  |

|  |
| --- |
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