

PAYROLL/EMPLOYEE RECORD DATA CHANGE

Date: _____ Employee Name: _____

Type of Action

Effective Date: _____

_____ New Hire

_____ Job Title Change (Due to promotion/job change)

_____ Merit Salary Increase (current performance review on file)

_____ Salary Increase (due to job change/promotion or bonus)

_____ Salary Change (due to demotion, position change, salary rate change)

_____ Position Status Change (exempt/non-exempt)

_____ Termination (last day worked _____)

Changes

New Job Title: _____ Former Job Title: _____

Previous Status: _____ Exempt _____ Non-Exempt **New Status:** _____ Exempt _____ Non-Exempt

New Department/Supervisor: _____

Previous Department/Supervisor: _____

Salary Charge: New Salary Grade _____ Previous Salary Grade _____

New Salary _____ (annual/hourly) Amount of Increase (percentage/dollar amount) _____

Notes: _____

Last Salary Increase: Date _____

Last Performance Review/Rating: _____ Date _____

Approvals Required-Route to:

DEPARTMENT HEAD _____ Date _____

HUMAN RESOURCES _____ Date _____