

# PAYROLL ACTION FORM

## EMPLOYEE CHANGE AUTHORIZATION FORM

### 6. INFORMATION CHANGE (COMPLETE IN ALL CASES)

<u>LAST NAME</u> Name must be filled out	<u>FIRST NAME</u>	<u>M.I.</u>
<u>ADDRESS CHANGE:</u>	<u>CITY</u>	<u>STATE</u> <u>ZIP CODE</u> <u>HOME PHONE</u>
This information ONLY needs to be filled out IF there is a CHANGE in address for an employee		

### 7. SALARY CHANGE

**EFFECTIVE DATE:** Date effective

<u>CURRENT SALARY</u> This is current salary	<u>AMOUNT OF INCREASE</u> This is the DOLLAR amount	<u>% INCREASE</u> This is the PERCENT	<u>NEW SALARY</u> Dollar amount of new salary
<u>DATE HIRED</u>	<u>LAST MERIT INCREASE &amp; DATE</u> The date of the last increase if applicable		<u>DATE OF PERFORMANCE EVAL</u> date you do the review

### 8. STATUS CHANGE

**EFFECTIVE DATE:**

<u>JOB TITLE</u>	<u>NEW JOB TITLE</u>	This section ONLY needs to be filled out if there is a change in jobs, hours etc.
<u>EMPLOYMENT STATUS</u>  <input type="checkbox"/> NEW <input type="checkbox"/> F.T. <input type="checkbox"/> NON-EXEMPT <input type="checkbox"/> RE-HIRE <input type="checkbox"/> P.T. <input type="checkbox"/> EXEMPT  <input type="checkbox"/> PRN <input type="checkbox"/> CONTRACT (W-9)		<u>WORK WEEK (HRS.)</u>
<u>SALARY</u>  <input type="checkbox"/> Annual Pay Rate: <input type="checkbox"/> SALARY Pay Rate: <input type="checkbox"/> HOURLY Pay Rate: <input type="checkbox"/> MONTHLY(Contract)		

### 9. PROGRAM ALLOCATION CHANGE

**EFFECTIVE DATE:**

Allocated: _____ %	Program	Change to _____ %	Hours per Week:
Allocated: _____ %	Program	Change to _____ %	Hours per Week:
Allocated: _____	This section ONLY needs to be filled out if there is a change in the allocation to a program. Both the program that the percentage is taken from and the program that it is added to need to be listed.		
Allocated: _____			
Allocated: _____			
Allocated: _____			
Allocated: _____			
Allocated: _____ %	Program	Change to _____ %	Hours per Week:

### 10. APPROVALS

<u>SUPERVISOR</u>	<u>DATE</u>	<u>Chief Executive Officer</u>	<u>DATE</u>
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REMARKS:

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DATE ENTERED IN PAYROLL SYSTEM: \_\_\_\_\_