

# PAYROLL STATUS CHANGE

EFFECTIVE DATE

5/7/2013

NAME:

Bill Steele

PAYROLL #:

<b>NEW ADDRESS</b>	STREET	<b>FOR NEW EMPLOYEE ONLY</b>	SOCIAL SECURITY NO.
	CITY, STATE, ZIP		DATE OF BIRTH
	TELEPHONE		

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB		
DEPARTMENT		
SHIFT		
PAY	\$ 30.30	\$ 32.70

## REASON FOR CHANGE

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> HIRED     | <input checked="" type="checkbox"/> MERIT INCREASE | <input type="checkbox"/> LENGTH OF SERVICE INCREASE  |
| <input type="checkbox"/> REHIRED   | <input type="checkbox"/> RESIGNATION               | <input type="checkbox"/> REEVALUATION OF CURRENT JOB |
| <input type="checkbox"/> PROMOTION | <input type="checkbox"/> RETIREMENT                | <input type="checkbox"/> PROBATION PERIOD COMPLETED  |
| <input type="checkbox"/> DEMOTION  | <input type="checkbox"/> LAYOFF                    | <input type="checkbox"/> UNION CONTRACT              |
| <input type="checkbox"/> TRANSFER  | <input type="checkbox"/> DISCHARGE                 |  |

COMMENTS, IF NECESSARY

### LEAVE OF ABSENCE

CHARGED TO VACATION

☐ YES  
☐ NO

ADVANCE PAY AUTHORIZED

☐ YES  
☐ NO

OTHER, EXPLAIN:

FROM:

TO:

AUTHORIZED BY

APPROVED BY

COPIES TO: 1. PAYROLL  
2. PERSONNEL  
3. DEPARTMENT HEAD

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