

PAYROLL STATUS CHANGE FORM



Employee Name

FT PPT(30) PPT(20) PT

Position

Time Clock Approval Manager(s)
*list primary time approval manager first

GL Acct # to Charge

Effective Date

(Hire Date/Promotion Date/Last Day)

REASON FOR CHANGE

Hired

Merit Increase

Probationary Period Ended

Re-Hired

Step Increase

Disciplinary Time Off

Transfer

Promotion

Other (see Additional Comments)

FROM

TO

Department

Step Increase

Rate / Salary

SEPARATION OF EMPLOYMENT

ELIGIBLE FOR RE-HIRE

CITY PROPERTY RETURNED

Termination-Voluntary

Yes

Building Access Key/ Fobs

Termination-Involuntary

No

Cell Phone/Pager

Resignation

Laptop/I-pad/Other Technology

Retirement (IPERS/MFPRSI eligible)

Other Equipment/Tools

Inactive (Unpaid Leave)

City Issued Credit Card

Additional Comments, TimeClock Settings, Notes, and Instructions:

***If hire, promotion or transfer
Employee replacing:***

HR/Payroll Use

Schedule

Department Authorization

Date:

Benefit Group

HR Approval

Date Received:

Entered in NWS and Time Clock:

Date

Initials

*****Print and Return to Human Resources Department*****

Last updated: 1/15/2021