

PAYROLL STATUS CHANGE

Date of hire/change _____

First day worked (new employees) _____

Name _____

Title _____

_____ Fulltime (Class I - 30 or more hours per week) _____ Parttime (Class III- 25-30 hours per week)

_____ Parttime (Class IV - 25 hours or less per week) _____ Temporary



CHANGE

	From	To
Department	_____	_____

Pay Rate	_____	_____
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Note: Minimum wage is \$8.25 per hour



REASON FOR CHANGE

- | | |
|--|-------------------------------|
| _____ Bonus | _____ Laid Off |
| _____ Compensation adjustment vs pay range | _____ Merit Increase |
| _____ Cost of living adjustment | _____ Not eligible for rehire |
| _____ Demotion | _____ Promotion |
| _____ Discharged | _____ Rehired |
| _____ Eligible for rehire | _____ Resignation |
| _____ Hired | |



COMMENTS

Authorized by _____

Approved by _____