

PAYROLL STATUS CHANGE FORM



Employee Name

FT PT PPT

Position

Dept # to Charge

Time Clock Approval Manager

Effective Date

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

Termination-Voluntary

Termination-Involuntary

Resignation

Lay Off

Retirement

Last Day Worked

Additional Comments/Instructions:

CITY PROPERTY RETURNED

Building Access Key/ Fobs

Cell Phone/Pager

Laptop/I-pad/Other Technology

Other Equipment/Tools

ELIGIBLE FOR RE-HIRE

Yes

No

Department Authorization

Date:

HR Approval

Date Received:

Entered in NWS and Time Clock:

Date

Initials

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