

PAYROLL STATUS



Last Name _____ First Name _____ Middle Initial _____

Social Security Number _____ Employment Date _____

Address Street _____

City _____ State _____ Zip Code _____

NEW HIRE

Position Hired For _____ Department _____

Job Class: ☐ Salaried (___E, ___Ne) ☐ Faculty ☐ Part Time ☐ Hourly Staff ☐ Work-Study

☐ Other _____

Starting Gross Pay of: \$_____ Hourly \$_____ Annually

CHANGE

From _____ To _____
Present Position/Department New Position/Department

Effective Date ____/____/____

From \$_____ Hourly Gross Pay of: \$_____ Annually

To \$_____ Hourly Gross Pay of: \$_____ Annually

SIGNATURES

Employee _____ Date _____

Payroll _____ Date _____

Department Head _____ Date _____

Human Resources _____ Date _____

Finance/Budget _____ Date _____

FOR DEPARTMENT USE ONLY

Routing:

Human Resources

Budget - Amy

Payroll