### C:\Users\jlinkous\AppData\Local\Temp\SNAGHTML2f55caf7.PNG

**Processing Instructions**

1. Supervisor / MGR submits completed form to Human Resources Manager.
2. HR Manager reviews, documents changes on master spreadsheet, & meets with the employee to complete any necessary paperwork.
3. HR forwards to Payroll Coordinator.
4. Payroll Coordinator makes changes, scans, and files in the employee’s file.

**Processing**

### HR/Payroll Action Form

**Employee Number:       Effective Date:**

**Request Type/Reason (choose only one):**

Transfer  Salary Adjustment  Status Change  Termination  Other

## EMPLOYEE INFORMATION

Name (Last, First, MI)

## STATUS CHANGES

**CURRENT:** Full-time  Part-time  Temp/Seasonal  Intern **NEW:** Full-time  Part-time  Temp/Seasonal Intern

**JOB TITLES/DIVISION CHANGES:**

**CURRENT: NEW:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title Job Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Division

## PAYROLL DATA (If merit increase, please attach review.)

## CURRENT: NEW:

## Base Rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Weekly Base Rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hourly Weekly

Hourly Salaried Hourly Salaried

## 

## SEPARATION

**SEPARATION REASON** **ELIGIBLE FOR REHIRE?** **:  Yes  No**

**COMMENTS:**

#### AUTHORIZATIONS PROCESSING

**Supervisor/Manager Signature Date**  Payroll Coordinator Signature Date

Scanned/Filed Insurances Terminated, if applicable

**HR Manager Signature Date**