### 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**