TAYLOR MADE

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.

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

_____
Supervisor/Manager Signature   **Date**

_____
HR Manager Signature   **Date**

PROCESSING

_____
Payroll Coordinator Signature   Date

☐ Scanned/Filed   ☐ Insurances Terminated, if applicable