

## PAYROLL CHANGE FORM

SIGNATURE OF DEAN/DEPT. HEAD		DEPARTMENT		DATE	
EMPLOYEE NAME					S.I.N./ ID NUMBER
DR. MR. MRS. MISS MS.	LAST		GIVEN NAME(S)		
EMPLOYEE ADDRESS					
STREET		CITY		PROVINCE	POSTAL CODE
PHONE NUMBER		COMPETITION NUMBER		DEPT. ACCOUNT NUMBER	
RES.	DEPT.				
<b>NEW EMPLOYEE</b>					
POSITION			SALARY		
NUMBER	CLASSIFICATION	HOURLY	MONTHLY	ANNUAL	ONE TIME \$
HONORARIUM					
ASSIGNMENT DATES				EMPLOYMENT GROUP	
EFFECTIVE DATE		TERMINATION DATE			
EMPLOYMENT STATUS			HOLIDAY PAY		<input type="checkbox"/> Administrative o/s <input type="checkbox"/> Faculty Association <input type="checkbox"/> APT <input type="checkbox"/> CUPE 5791 <input type="checkbox"/> CUPE 2419 <input type="checkbox"/> Other (enter below)
<input type="checkbox"/> Permanent	<input type="checkbox"/> Perm Seasonal -part time (explain)	<input type="checkbox"/> Pay out monthly			
<input type="checkbox"/> Perm P/T (explain)	<input type="checkbox"/> Term	<input type="checkbox"/> Accum. Time			
<input type="checkbox"/> Perm Seasonal	<input type="checkbox"/> Term P/T (explain)				
<input type="checkbox"/> Casual					
COMMENTS (IF ANY)					
<b>TERMINATION</b>					
POSITION #		LAST DAY WORKED		HOLIDAY PAY	
				_____ Yes _____ No # of days _____	
COMMENTS					
<b>LEAVE OF ABSENCE WITHOUT PAY</b>					
POSITION #		LAST DAY ON PAYROLL		FIRST DAY BACK ON PAYROLL	
COMMENTS					
<b>CHANGE OF EMPLOYMENT STATUS</b>					
EFFECTIVE DATE		NEW ASSIGNMENT		NEW ASSIGNMENT	
				<input type="checkbox"/> Permanent <input type="checkbox"/> Perm P/T <input type="checkbox"/> Perm Seasonal <input type="checkbox"/> Perm Seasonal P/T <input type="checkbox"/> Term <input type="checkbox"/> Term P/T <input type="checkbox"/> Casual	
TERMINATION DATE IF ANY					
PRESENT POSITION					
POSITION #	CLASSIFICATION	SALARY	POSITION #	CLASSIFICATION	SALARY
DEPT.	DEPT. ACCOUNT #		DEPT.	DEPT. ACCOUNT #	
COMMENTS					
<b>FOR HUMAN RESOURCES DEPARTMENT ONLY</b>					
_____			_____		
INITIAL WHEN INPUT IS COMPLETED			DATE PROCESSED		
AUTHORITY _____					
(FOR HUMAN RESOURCES DEPARTMENT)					