

PAYROLL AND HUMAN RESOURCES STATUS CHANGE

Employee #: _____ Name _____

Date of Hire: _____ Change Effective Date: _____ Position: _____

COMPLETE ONLY THOSE ITEMS TO BE CHANGED

I. PERSONAL CHANGE INFORMATION

A. NAME: _____ HOME PHONE #: _____
ADDRESS: _____ CELL #: _____
EMAIL: _____

II. CLASSIFICATION & ASSIGNMENT CHANGE

A. CLASSIFICATION TITLE: _____ POSITION # _____
B. STATUS CODE: _____ R-Regular P-Probation T-Temporary X-Provisional
Y-Part-time Z-Acting/Assigned W-Grant
C. DEPARTMENT/LOCATION #: _____ D. COST CENTER #: _____
E. WAGE ACCOUNT: _____ F. ADD OR DELETE ASSIGNMENT PAY OF _____ %
G. TEMPORARY ASSIGNMENT TO: _____
DATES: FROM _____ THRU _____ ASSIGNMENT PAY % _____
H. OTHER: _____
COMMENTS: _____

III. SALARY & LEAVE CHANGE

A. PAY CHANGE: CURRENT GRADE: _____ CURRENT RATE: \$ _____
NEW GRADE _____ NEW BASE HOURLY RATE \$ _____
REASON FOR CHANGE: _____
B. ADDITIONAL VACATION LEAVE: _____ HOURS FOR _____ YEARS OF SERVICE
C. PERSONAL LEAVE: _____
D. NEXT SCHEDULED REVIEW DATE: _____ E. END OF PROBATION DATE: _____
F. OTHER: _____
COMMENTS: _____

IV. EMPLOYMENT ENDING

EFFECTIVE DATE: _____ RESIGNATION: _____ TERMINATION: _____ LAYOFF: _____
RETIREMENT: _____ REGULAR RATE OF PAY \$ _____ **RATE AS OF _____ \$ _____
ACCRUED PTO _____ ACCRUED VACATION LEAVE _____ ACCRUED SICK LEAVE _____
ACCRUED COMP HOURS _____ EDUCATIONAL ASSISTANCE PAID IN PAST 2 YEARS \$ _____
ELIGIBLE FOR REHIRE Yes _____ No _____
COMMENTS: _____

V. APPROVALS

DEPARTMENT HEAD _____ DATE _____

HUMAN RESOURCES _____ DATE _____ CITY MANAGER _____ DATE _____

Processed by HR _____ Processed by Payroll _____ Adjustment to Gross \$ _____

Vacation Payout Rate:
**Rate for Civil Svs as of 09/2008
**Rate for FOPE as of 09/2009