



# EMPLOYEE CHANGE FORM

PLEASE SEND COMPLETED FORMS TO HUMAN RESOURCES PRIOR TO SCHEDULED PROCESSING DATE. **PLEASE TYPE ALL INFORMATION.**

Employee Full Name:

Date of Change/Effective Date:

Submitted by:

Select Reason for Change:

Other (please specify):

FTE Change:                      to

Supervisor Change:  
(Enter Name)

Job Classification:

Rate Change - Please specify from \$                      to \$                      Please select reason:

Title Change:                      Hours per pay period:

GL Account Number:                      -                      -                      -

Scheduled Hours Change:                      Enter Worker Category (FT, PT, Temp, etc.):

Comments/Other Changes:

## HR ONLY

PTO Policy Change

Enter new PTO policy(s):

Benefit Eligibility Change:

Time and Attendance Change:

New Pay Class:

Visa Status Change (enter type of Visa):

\*Visa status change may have tax implications based on visa type

Comments/Other Changes:

Department Head Signature:

Head of Finance Signature:

HR Signature:

Division Head Signature:

President Signature:

All template forms **must** be uploaded to ShareFile —

Managed Payroll Solutions **CANNOT ACCEPT** employee forms via email due to Privacy Regulation Laws.

- EE Changes — New Hires — Terms — This folder is where you upload all documents
- Template Employee Forms — This folder is where your forms are located