

General Policy - Payroll Change Form

Policy:

A payroll change form shall be submitted whenever a new employee is hired and whenever any change in payroll compensation, funding source or reclassification is to occur.

Procedures:

The supervising administrator will:

1. Complete the payroll change form (preferably typewritten). Payroll change forms for new hires, probationary increases and terminations will be completed by human resources and sent to the supervisor for fund and department information and signatures.
2. Sign the payroll change form.
3. Route the payroll change form for the required signature BEFORE the due date for the applicable payroll.
4. Payroll change forms are due in the payroll office by 5:00 pm the first working day after the 15th of the month and by 5:00 pm the first working day after the final day of the month.

The President/Vice President will:

1. Sign the payroll change form.
2. Distribute the payroll change form to the appropriate offices.

Distribute the copies as follows:

1. White - payroll
2. Pink – human resources
3. Yellow - administrator
4. Goldenrod - employee

History of This Policy:

First policy draft December 13, 1977.

Revisions - June 15, 1978; July 17, 1978; July 21, 1978; October 21, 1983; November 9, 1983; November 4, 1985; July 1, 1987; November 2, 1989; July 20, 1990; August 24, 1993; August 12, 1997, May 31, 2005.