



# Payroll Action Form

## New Hire

Name: \_\_\_\_\_ Personal email: \_\_\_\_\_

Application Reference one Reference two Transcripts/Diploma Registry certificate  
Exempt Non-exempt Hours per week: \_\_\_\_\_

Job title: \_\_\_\_\_ Location: \_\_\_\_\_ School year Summer Year-round

Payrate: \$ \_\_\_\_\_ /year \$ \_\_\_\_\_ /hour \$ \_\_\_\_\_ /week Cost Center: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If program staff:

Registry preliminary qualification: \_\_\_\_\_

School-age qualifying coursework: \_\_\_\_\_

Qualifying experience: \_\_\_\_\_

Lead qualified Assistant qualified Entry level

Hiring grid levels: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Area of study: \_\_\_\_\_

Offer date: \_\_\_\_\_ Start date: \_\_\_\_\_

## Current Employee Update

Name: \_\_\_\_\_ New Location: \_\_\_\_\_ Effective date: \_\_\_\_\_

New/Additional title: \_\_\_\_\_ New number of hours per week: \_\_\_\_\_

New payrate: \$ \_\_\_\_\_ /year \$ \_\_\_\_\_ /hour \$ \_\_\_\_\_ /week New Cost Center: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reason(s) for change:

Merit increase based on rating of \_\_\_\_%: Equation: \_\_\_\_\_ Performance review date: \_\_\_\_\_

Base rate increase: \_\_\_\_\_

Promotion Change in number of hours Seasonal change Other: \_\_\_\_\_

Change in program staff qualification: \_\_\_\_\_ to \_\_\_\_\_

School-age qualifying coursework: \_\_\_\_\_

Qualifying experience: \_\_\_\_\_

Lead qualified Assistant qualified Entry level

Position Approval (3 signatures required):

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_