



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: _____ 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 _____