Payroll Status

LIFE UNIVERSITY

Last Name _____ First Name _____ Middle Initial _____

Social Security Number _____ Employment Date _____

Address Street _____

City _____ State _____ Zip Code _____

New Hire

Position Hired For _____ Department_____

Job Class: ☐ Salaried (____E, _____Ne)   ☐ Faculty   ☐ Part Time   ☐ Hourly Staff   ☐ Work-Study

☐ Other _____

Starting Gross Pay of: $_____ Hourly $_____ Annually

Change

From _____ To _____
    Present Position/Department   New Position/Department

Effective Date_____/_____/_____

From $_____ Hourly   Gross Pay of: $_____ Annually

To $_____ Hourly   Gross Pay of: $_____ Annually

Signatures

Employee _____ Date _____

Payroll _____ Date _____

Department Head _____ Date _____

Human Resources_____ Date _____

Finance/Budget _____ Date _____

For Department Use Only

_____

_____

_____

_____

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Routing:
Human Resources
Budget - Amy
Payroll
```

rev. 1/05