

PAYROLL STATUS LIFE UNIVERSITY

LAST NAME FIRST NAME MIDDLE INITIAL SOCIAL SECURITY NO.
ADDRESS STREET CITY STATE ZIP CODE EMPLOYMENT DATE

NEW HIRE

POSITION HIRED FOR _____

DEPARTMENT HIRED FOR _____

JOB CLASS [] SALARIED (___E, ___NE) [] FACULTY
[] PART TIME [] HOURLY STAFF
[] OTHER _____ [] WORK-STUDY

STARTING GROSS PAY OF:

\$ _____ HOURLY
\$ _____ ANNUALLY

CHANGE

FROM _____ TO _____ EFFECTIVE DATE _____
PRESENT POSITION/DEPARTMENT NEW POSITION/DEPARTMENT

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:

Copy-Human Resources

Copy-Payroll

Copy-Department

Copy-Employee
Rev. 1/05