

CARY INSTITUTE OF ECOSYSTEM STUDIES

PAYROLL CHANGE FORM

Purpose:

- Appointment or Reappointment
- Promotion
- Change in Rate of Pay
- Change in Title
- Change in Account Distribution
- Other (explain) _____

End of Employment (check below)

- Accepted Position
- Returning to School
- End of Appointment
- Retirement
- Other (explain) _____

Whenever possible, please use the first day of a pay period as the effective date:

- December 24, 2012
- January 7, 2013
- January 21, 2013
- February 4, 2013
- February 18, 2013
- March 4, 2013
- March 18, 2013
- April 1, 2013
- April 15, 2013
- April 29, 2013
- May 13, 2013
- May 27, 2013
- June 10, 2013
- June 24, 2013
- July 8, 2013
- July 22, 2013
- August 5, 2013
- August 19, 2013
- September 2, 2013
- September 16, 2013
- September 30, 2013
- October 14, 2013
- October 28, 2013
- November 11, 2013
- November 25, 2013
- December 9, 2013

Name: _____

Effective Date(s): _____

New Title: _____

Location: _____

New Salary: _____

Full Time

Hourly

Part Time _____ Number of Hours or Percent of Time _____

Account Distribution:

Account No. _____ %

Account No. _____ %

Account No. _____ %

Account No. _____ %

Account No. _____ %

Account No. _____ %

Comments: _____

Employee Forwarding Address:

New telephone: _____

New home e-mail: _____

Supervisor's Signature

Date

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE