

## CHANGE IN PAYROLL STATUS

This form is used to be used when:

- changing budget code or codes of any employee
- changing employee work location, work phone # or supervisor

## IF AN EMPLOYEE'S FTE IS BEING INCREASED OR DECREASED OR THEYARE GOING FROM PART TIME TO FULL TIME (1.0FTE), AN APPOINTMENT DATA FORM MUST BE USED.

Name: \_\_\_\_\_

Reason for Change:

Effective Date of Change:

FTE		Budget Code	FTE		Budget Code
From:			To:		
From:			To:		
From:			To:		
From:			To:		
TOTAL:			TOTAL:		

## Other changes:

Primary Position:	From:	To:
Work Location		
Work Phone #		
Supervisor		

## Approval for this change:

Supervisor

Date

Program Approval

Date

Original to Payroll - once entered into WinCap, copy to Program Manager