# PAYROLL ACTION REQUEST (PA)

**DATE**:   /  /

 **EMPLOYEE INFORMATION**

Employee’s Name:       Title:

Replacement For:       Department Name:

 **Action Requested:** [ ]  Appointment [ ]  Title/FLSA Change

[ ]  Reappointment [ ]  Rate/FTE Change

[ ]  Promotion [ ]  Separation/Retirement

 **Position Type:**

[ ]  **Classified**

 [ ]  FT [ ]  PT

[ ] **Faculty # months**

[ ] **Adjunct**

 [ ]  **A/P**

 [ ]  **Temporary**

 [ ]  **Student**

**Effective Dates:**

Begin:   /  /

End:   /  /

**COMPENSATION INFORMATION**

[ ]  Monthly

[ ]  Hourly

 Hours per week   Rate:

FUND ACCOUNT NAME:

FUND ACCOUNT NO:

[ ]  Indicate if multiple accounts involved (list % and

 additional accounts in administrative remarks)

**Administrative Remarks:**

**Reason for Separation:**

**AUTHORIZATION**

**Hiring Official Date:**   /  /

**Vice-President Date:**   /  /

**Completed by Human Resources Office Only**

**CWID#**:

**ORG#**:       **Position #**:

**Supervisor of Hiring Official Date:**   /  /

**REQUIRED SIGNATURES**

**New Hire or returning employees –** Signature through Vice-President

**Position changes** (reclassification, promotion, rate change, new position – Signature through V.P.

**Separation –** Signature of Hiring Official only