# 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