

For Human Resources use:

Date sent to Payroll: _____ Sent via: _____ Interoffice Mail _____ Fax _____
 Date entered in Banner: _____ Date sent to Benefits Administrator: _____
 Date entered in CWIS: _____

JOB / PAYROLL CHANGE NOTICE

ASTERISKS (*) MARK INFORMATION WHICH MUST BE PROVIDED ON ALL CHANGES

*Employee Name: _____ Employee ID Number: _____

*Change Effective Date: _____ Temporary Position End Date: _____

***PLEASE SELECT THE APPROPRIATE EMPLOYEE CLASS BELOW:**

Faculty:				
Staff:	Casual	Temporary	Summer	Coach
Student:	Is the student currently enrolled as a Full-time student at Curry (12+ Credits)?			Yes No
	Non-Work Study	Work Study	Summer	

***POSITION DATA INFORMATION**

Old Information				New Information			
*Job Title: _____				*Job Title: _____			
*Department Name: _____				*Department Name: _____			
Grade: _____				Grade: _____			
*Full Time	Part Time			*Full Time	Part Time		
	PT # Hours	0-19	20- 34		PT # Hours	0-19	20- 34
*Exempt	Non Exempt	Temporary		*Exempt	Non Exempt	Temporary	
Non Exempt Hourly Pay Rate: _____				Non Exempt Hourly Pay Rate: _____			
Shift Differential: _____				Shift Differential: _____			
Non Exempt Total Hourly Pay: _____				Non Exempt Total Hourly Pay: _____			
Exempt Bi-Weekly Salary: _____				Exempt Bi-weekly Salary: _____			
Annualized Salary: _____				Annualized Salary: _____			
*Banner Org. / Acct. Code: _____ / _____				*Banner Org. / Acct. Code: _____ / _____			
*EZ Labor / Index Code: _____				*EZ Labor / Index Code: _____			
EZ Labor Approvers: _____ / _____				*EZ Labor Approvers: _____ / _____			

Comments:

AUTHORIZED SIGNATURES:**PHONE EXT.#****DATE**

*Dept. Manager: _____

*Human Resources: _____

*Finance: _____