



**PAYROLL AUTHORIZATION**

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

ID#: \_\_\_\_\_

Address: \_\_\_\_\_

- Regular
- Temporary

**HUMAN RESOURCES OFFICE  
USE ONLY**

Received: \_\_\_\_\_

HR Approval: \_\_\_\_\_

Account Number to be charged:

\_\_\_\_\_ %

\_\_\_\_\_ %

**Budget Authorization** \_\_\_\_\_  
(if required)

<b>CHANGE</b>	<b>FROM</b>	<b>TO</b>
TITLE		
GRADE		
FTE		
PAY		
CLASSIFICATION		
EFFECTIVE DATE		
SUPERVISOR		
ALTERNATE SUPERVISOR		

**DIRECTORY INFORMATION**

PHONE EXT.		MAIL CODE	
BUILDING		OFFICE	

**REASON FOR CHANGE**

<input type="checkbox"/> HIRED	<input type="checkbox"/> MERIT INCREASE
<input type="checkbox"/> REHIRED	<input type="checkbox"/> FTE CHANGE
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> PROBATION PERIOD COMPLETED
<input type="checkbox"/> TRANSFER	<input type="checkbox"/> RECLASSIFICATION

COMMENTS IF NECESSARY: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Department Head/Budget Manager)

Date: \_\_\_\_\_