HUMAN RESOURCES

Payroll Change Form

EMPLOYEE INFORMATION

Employee name _____ Employee #_____ EIN _____

Facility _____ Transfer to _____ Effective date _____

Reason for change ❐ Title ❐ Status (FT, PT, PD) _____ ❐ Wage ❐ Location transfer ❐ Template

JOB INFORMATION

	CURRENT	NEW
Title	_____	_____
Status	_____	_____
Wage	_____	_____
Hours/day	_____	_____
Hours/week	_____	_____
Scheduled Day	_____	_____
Shift (1st, 2nd, 3rd)	_____	_____
Supervisor	_____	_____

License # _____ Expiration date _____

Does this transfer fill a position currently posted as vacant? ❐ Yes ❐ No

Notes _____

Facility Administrator: Signature _____ Date _____

Payroll Process Complete: Signature _____ Date _____

Additional job code _____ Wage *(if different from primary job)* _____

PAYROLL CHANGE INSTRUCTIONS

- The facility Administrator or designee will complete the change form electronically and submit along with a copy of the "Recruiting Approval" email to Payroll. If the approval email is not attached, the change form will not be processed.
- To prepare the form for emailing, print or save to PDF and send as an attachment along with approval email to HeritagePayroll@Heritage1886.org. Once Payroll signs off as complete, the form will be returned to the site for the template/schedule change.
- All payroll changes are due on the Thursday prior to payroll. All effective dates of the change must be the first Sunday of the pay period. Contact Payroll or HR Business Partner with any questions.