Personnel Payroll Change Approval Sheet

Please complete all applicable fields. Submit for approval.

Employee Details

Employee Name

Employee ID

Department

Position

Effective Date

Change Details

Type of Change Select ▼

Reason for Change

Salary/Pay Information

	Current	New
Base Salary / Hourly Rate		
FTE Status		
Job Title		
Dept./Location		

Additional Notes / Comments

Prepared By

_____

Signature / Date
Dept. Manager

_____

Signature / Date
HR Approval

Signature / Date

Signature / Date