



# HR/ Payroll Change Form

**SECTION 1 – EMPLOYEE INFORMATION**Effective Date of Change: **October 2, 2019**Employee Name: **Ronnie Wyatt, Jr.****SECTION 2 – TRANSFER/ POSITION CHANGE**

Current Job Title:

New Job Title:

Current Dept.:

New Dept.:

**SECTION 3 – EMPLOYMENT STATUS**

Current Employment Status - Check one:

- 
- Full time
- 
- Temporary/Contract
- 
- 
- Part time
- 
- Other: \_\_\_\_\_

New Employment Status - Check one:

- 
- Full time
- 
- Temporary/Contract
- 
- 
- Part time
- 
- Other: \_\_\_\_\_

**SECTION 4 – RATE / SALARY / WORK PERIOD**

Current Hourly Rate or Annual Salary:

New Hourly Rate or Annual Salary:

Current Work Period:

New Work Period:

**SECTION 5 - REASON FOR CHANGE**

- 
- New Hire/Rehire
- 
- Wage / salary increase
- 
- Interim Appointment
- 
- 
- Leave (type: Suspension 3 Work days 12 hr ea day)
- 
- Demotion
- 
- Voluntary
- 
- Involuntary
- 
- 
- Employee Initiated personal info change
- 
- Promotion/Title Change
- 
- 
- Illness/Disability
- 
- Transfer
- 
- 
- Work Period Change (Public Safety/ Law Enforce)
- 
- Termination/Resignation**

**SECTION 6 – TERMINATION/ LEAVE**

Date of actual last day worked:

Vacation Balance:

Termination Pay, if applicable:

Leave or Termination Reason:

Date of planned return, if applicable:

 All city property has been returned List property:**SECTION 7 – AUTHORIZATION**

Authorized Signature:

Date:

**9/27/2019**

HR Signature:

Date:

**Comments:**

Finance Signature:

Date:

City Manager Signature:

Date: