

Human Resources / Payroll Change Form

Contact Name

Phone

Submitting Unit

Date Needed

Action to be taken:

- ☐ Merit Increase
- ☐ Change of status
- ☐ Change of Work Address/Location
- ☐ Charge funding; move employee from one account to another
- ☐ Other

If Other, please explain

Rationale and Expectations:

Explain why the position is needed at this time. Attach additional sheet if needed.

Explain: