

Department of Chemistry Payroll Change Form

Today's Date: _____

Personnel Number (if avail.) _____

Name: _____

Position: _____

Is this a retroactive change?

Yes

No

Change From: CFC: _____ Fund: _____ CC/IO: _____

Change To: CFC: _____ Fund: _____ CC/IO: _____

Date Range: From: _____ To: _____

Complete "Amount" fields only if pay rate is changing.

Amount: From: _____ To: _____

Supervisor's Name: _____

Supervisor's Signature: _____

Notes: Retroactive changes are only possible for this calendar year.
All changes to previous years must be done via a Journal Entry Form.
Encumbrance changes will not be reflected until payroll run date.

Links: [Monthly Payroll Schedule](#)

**Please submit to Business Office at least two days prior to "Payroll Close 5:00 PM" date in
Monthly Payroll Schedule.**