

Town of Kittery Employee Payroll/Personnel Change Form

<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> REHIRE	<input type="checkbox"/> TEMPORARY/ SEASONAL	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> CALL F/F
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Employee Name: _____ Employee #: _____ Acct. #: _____

Address: _____ Tel.# _____ Email: _____

Date of Hire: _____ Date of Service: _____ Hours per week: _____

Job Title: _____ Supervisor: _____ Department: _____

Hourly Rate: _____ Payroll Step: _____ Salary: _____ Exempt Non Exempt

CHANGE EXISTING EMPLOYEE RECORD

Effective Date of Change: ____/____/____

<input type="checkbox"/> ADDRESS CHANGE <input type="checkbox"/> NAME CHANGE <input type="checkbox"/> MARITAL STATUS CHANGE <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION	<input type="checkbox"/> DISCHARGE <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> LAYOFF <input type="checkbox"/> REDUCED HOURS <input type="checkbox"/> RECLASSIFICATION	<input type="checkbox"/> LONGEVITY <input type="checkbox"/> MERIT INCREASE <input type="checkbox"/> PROBATION COMPLETE <input type="checkbox"/> VACATION ACCRUAL <input type="checkbox"/> LEAVE OF ABSENCE <input type="checkbox"/> OTHER – SEE COMMENTS
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Employee Name: _____ Employee #: _____ Acct. #: _____

New Name: _____ New Address: _____

New Telephone: _____ New E-mail: _____ Marital Status: Married Divorced

Payroll Step: _____ Salary/Hourly: _____ New Position: _____ New Acct. #: _____

Date of Termination: _____ Date of Leave: _____ Last Day Worked: _____

Comments:

Employee Signature:	Date:
Dept. Head Signature:	Date:
HR Manager Signature:	Date:

Process Instructions:

It is the Department Head's responsibility to verify accuracy of information before submitting to the HR Manager

The HR Manager reviews, approves and forwards this form (with any attachments) to Finance

The Finance Department scans and returns form to the Town Manager/HR Office after processing

Copy is placed in Personnel File