

Ψ Indiana University East Human Resources

PAYROLL STATUS/CHANGE FORM

(hire, change pay rate, change account number, add to TIME)

Legal Name		
ID #		
Department		
Employee Assignment Type		
<input type="radio"/> HR- Temporary Regular (not a student-works less than 20 hours per week)		
<input type="radio"/> HS-Temporary Student		
Date:	First Day of Employment – must be at least 5 days after HR receives this form and enters employee in HR system. Employee CANNOT work without an electronic TIME sheet.	
# of Hours student/ regular hourly will work per week.		List Additional Department(s) that employee works:
\$	Hourly Pay rate (must be no less than minimum wage of \$10.15 per hour)	
	Funding account number	
TIME Assignment : Clock in and out- Synchronous (Please Select Below) Work Performed: On Campus or Off Campus (circle one) Expected Clock in Location: On Campus or Other (circle one) ** if you circle other, please explain below**		
	Increase Pay Rate or Account Number Change Information	
Effective Date pay rate change		
Effective Date Account Number Change		
Reason for Pay rate Increase:		
Termination Date		
Termination Reason		
Prepared by:		
Account Manager:		

** All Temporary Hourly positions are limited to 29 hours or less per week***