



Procedure

Human Resource Personnel Change Form

A Personnel Change Form must be submitted to the payroll office whenever a new employee is hired and whenever any change in payroll compensation, funding source or reclassification is to occur.

Procedure:

The supervising administrator will:

1. Complete the Personnel Change Form (available on the WSC forms Web site).
2. Sign and date the Personnel Change Form.
3. Route the form to obtain the required signatures.

Personnel Change Forms are due in the payroll office before a new employee's first day of work or before the effective date of any changes.

Required signatures are as follows:

New hire, Rehire, Position Change, Pay Rate Change and One-time payments require:
Supervisor, Dept Budget Manager, Dept Head/VP, Director for HR, and VP for Finance and Administration

Funding Update requires: Supervisor, Dept Budget Manager, and VP for Finance and Administration

Resignation and Termination requires: Supervisor, Dept Budget Manager, Director for HR, and VP for Finance and Administration

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