

## 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.**