Employee Payroll Code Update Form

Employee Legal Name: _____

Position: _____   Department: _____

Reason for Payroll Code Update (Check all that apply):

- ❑ Employee is a new hire
- ❑ Employee is a re-hire
- ❑ Employee is changing departments
- ❑ Employee is changing positions
- ❑ Employee has new responsibilities

Primary GL Code: _____   Primary PM Code: _____

Other GL Codes: _____   Other PM Codes: _____

_____   _____

_____   _____

_____   _____

If payroll codes should be removed, please list them below:

GL Codes: _____

PM Codes:_____

Supervisor Signature: _____   Date: _____

Administrative Signature: _____   Date: _____