FROM THE OFFICE OF FINANCE & ADMINISTRATION

PAYROLL CHANGE FORM

CHICAGO
THEOLOGICAL
SEMINARY

Employee Name: _____

❏ New Hire ❏ Termination/Leave ❏ Change ❏ Other _____

SECTION 1 – EMPLOYEE		
Date of Hire:	Phone:	Email:
Home Address:		

SECTION 2 – NEW JOB INFORMATION	
Start/Effective Date:	New Department:
Previous Title :	New Title :

SECTION 3 – EMPLOYMENT STATUS

Previous Employment Status - Check one:	New Employment Status - Check one:
❏ Full time ❏ Temporary/Contract ❏ Stipend ❏ Part time ❏ Hourly/Salary?_____	❏ Full time ❏ Temporary/Contract ❏ Stipend ❏ Part time ❏ Hourly/Salary?: _____

SECTION 4 – WAGE / SALARY

Effective Date: M/D/Y	
Current Wage / Salary: $ per	New Wage / Salary: $ per

SECTION 5 - REASON FOR CHANGE   (if applicable)

❏ Rehire ❏ Wage / salary increase ❏ Promotion/Title Change	❏ Illness/Disability ❏ Unpaid Leave (type: _____) ❏ Other

SECTION 6 – TERMINATION/LEAVE

Date of actual last day worked:	Comments:
Leave or Termination Reason:	

SECTION 7 – AUTHORIZATION

Additional Comments:	
Immediate Manager's Signature:	Date:
Vice President/President Signature:	Date:

PAYROLL CHANGE FORM – INSTRUCTIONS FOR COMPLETION

CHICAGO THEOLOGICAL SEMINARY

1. Employee's Full Name & Department should always be completed

2. Send signed originals to HR – to be placed in the Employee's file.

3. Section 7: Two signatures are required – immediate supervisor and the VP of the department. If the first signature is a VP, then the second signature is the President.

Employee Category	Sections to be Completed
New Employees	• Section 1 – Employee Information • Section 2 – Job Information • Section 3 – Employment Status • Section 4 – Wage/Salary • Section 7 – Authorization
Promotion / Transfer / Change	• Section 2 – Job Information • Section 3 – Employment Status • Section 4 – Wage/Salary • Section 5 – Reason for Change • Section 7 – Authorization
Wage / Salary Increase only	• Section 4 – Wage/Salary • Section 5 – Reason for Change • Section 7 – Authorization
Leave of Absence	• Section 5 – Reason for Change • Section 6 – Termination/Leave • Section 7 – Authorization ** Attach authorized Request for Leave form
Termination	• Section 6 – Termination/Leave • Section 7 – Authorization