



PAYROLL CHANGE NOTICE

TO: Sarah Smith, Town Accountant & Dawn Barnes, Treasurer & Alison Kisslegof, HR Board Administrator

DATE _____

Employee Name: _____

Mailing Address: _____

Department: _____ DOH: _____

Position/Title _____ DOB: _____

Effective Date of Change: _____

Current Grade _____ New Grade _____

Current Step _____ New Step _____

For grade changes or multiple step increases please provide HRB date of vote: _____

Reason for change: New Hire () Step Increase () COLA () Promotion/transfer () Change of Hours _____current vs. _____new

Employee Status:	Regular Full Time/Benefited	()	Salary--Exempt	()
	Regular Part Time/Non-benefited	()	Salary--Non-exempt	()
	Seasonal/Non-benefited	()	Contracted	()
	Grant/Temporary non-benefitted	()	Hourly	()
	Casual non-benefited	()		

Currently a member of the Dukes county Retirement System ____Yes ____No

Date of Separation of Service: _____

Reason for Separation : Retired () Resignation () Terminated ()

Exit Interview date: _____

Employee Signature: _____ Date: _____

Department Head Signature _____ Date: _____

Town Administrator Signature: _____ Date: _____

Emp. # _____ Harper # _____

Distribution: Employee, Dept Head, Accountant, Treasurer, Town Admin (original)