

Payroll Action Request Form



Employee Name:

Pace ID#:

Position #:

Campus:

Earn Code:

Employee Type:

Status:

Please perform the following: Hand Drawn Check Final Check Void Only

Grad Tax Refund Void and Reissue Retro

Payroll Ending:

Normal Handling

Rush

Action Taken

New Hire Salary/Rate Change Additional Appointment Leave of Absence

Status Change Data Correction Separation Credit Changes Other

Show Calculations If Necessary:

Reason For Action/Special Instructions

Action Date:

New Salary/Rate:

Old Salary/Rate:

Period Covering:

Void Amount:

Credit Hr. Modification:

Void Check #:

Amount Requested:

Check Distribution:

Check requested for: HRIS HR-NY HR-PLV Payroll Dept

Benefits Other _____

Requested by:

Approved by: _____