



Employee Pay / Status Change Request Form

Employee Name:	
SECTION 1 – EMPLOYEE	
Title:	Branch:
SECTION 2 – WAGE / SALARY	
Current Pay:	
Proposed Pay:	
Proposed Effective Date:	
SECTION 3 – EMPLOYMENT STATUS (if applicable)	
Current Employment Status - Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	New Employment Status - Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
SECTION 4 - REASON FOR CHANGE	
SECTION 5 – AUTHORIZATION	
Immediate Manager's Signature:	Date:
SVP Mortgage Banking Division's Signature:	Date:
President's Signature:	Date:
SECTION 6 – PROCESSING <i>(signature denotes Employee Navigator or Payroll system processing complete)</i>	
HR Signature:	Date:
Payroll Signature:	Date: