

Payroll Status Change Form (PSC)

EMPLOYEE DEMOGRAPHICS

To be completed in full by school/department. Please provide complete and accurate information.

Last Name **First Name** **MI**

FOR NEW HIRES/REHIRES ONLY

Phone: _____ **Personal Email:** _____

ACTION

To be completed by school/department. (Complete **POSITION DATA** section BELOW)

NEW HIRE/REHIRE If rehire, eligible for rehire? **Effective Date of Action Selected:** _____

ID#: _____ (SLCSD Employee ID # for any changes to the sections BELOW)

CHANGE AN EXISTING POSITION. Comment: _____

Change applies to all budget codes Change applies to this budget code only: _____

What has changed? Rate of Pay Account FTE Worksite Other _____

Indicate specific changes in POSITION DATA section below. Comment: _____

ADD AN ASSIGNMENT (Complete **POSITION DATA** section BELOW). Comment: _____

END OF A POSITION only. Employee is still employed with district in another capacity.

Position that is ending: _____ Date position ends: _____

TERMINATION of ALL employment from the district. **Last Day Worked:** _____ **Last Paid Day:** _____

Type of Termination: Quit Discharge Retirement Non-renewal Deceased Other: _____

Would you rehire this employee? Yes No (If no, provide explanation): _____

POSITION DATA

To be completed by school/department.

Type of position: Contract Non-Contract Student Worker Temporary Contract

Position Title: _____ **Hours per week:** _____ **Rate of pay:** _\$ _____

Work Site: _____ **Department:** _____

Pay Distribution: (percentages for a single position must total 100%)

Program _____ Function _____ Budget Location _____ Object _____ Percentage _____

Program _____ Function _____ Budget Location _____ Object _____ Percentage _____

AUTHORIZED ADMINISTRATOR SIGNATURE

Administrator Signature: _____ **Date:** _____

Incomplete forms will be not be processed and returned to sender.

Non-Discrimination Statement
 No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.