

PEASTER ISD EMPLOYEE CHANGE REQUEST FORM

Employee Information:

Name _____ Employee number _____

Current assignment (campus, subject, grade level) _____

Certification (subject, grade level) _____

New Assignment: _____

Previous Employee: _____

Effective Date: _____

Verification:

Employee signature _____ Date _____

Supervisor signature _____ Date _____

For Admin use only:

Denied

Approved Campus _____ Subject, grade, level _____

Payroll Verification Checklist

- | | | |
|------------------------------|-----|----|
| • Account Code | Yes | No |
| • Payroll Budget Spreadsheet | Yes | No |
| • Pay Difference | Yes | No |

Human Resources Verification Checklist

- | | | |
|------------------------|-----|----|
| • AESOP | Yes | No |
| • Staff Position Sheet | Yes | No |
| • Certification Sheet | Yes | No |

Principal signature _____

Superintendent signature _____