

KPS ACTIVE EMPLOYEE-PAYROLL CHANGE NOTICE
(NOT to be used for NEW EMPLOYEES)

This form is to be sent to Central Office PRIOR to an employee's change of status.

These can be emailed to: kcicchetti@killinglyschools.org & kburnham@killinglyschools.org

When to use this form: *Transfer of Buildings, Transfer/Add of a position, Change in funding source
Change in hours (PT or FT), Replacement for Leave of Absence, Job Abandonment, Add to IT needs*

Employee Name: _____

Current Building: _____ Dept: _____ Position: _____

When does this change go into effect? _____ *note: position transfers can ONLY go into effect on Monday's*

☐ Add Position: _____

☐ Transfer Position from: _____ to: _____

☐ Transfer Building from: _____ to: _____

☐ Transfer from (ex. PT /FT): _____ to: _____

☐ Abandoned job

☐ Resignation (Non-Contracted: Coaches/Substitute/Tutor/Summer Help, etc.) _____

 ○ Return Badge with Form OR Provide 5-digit number of back of the badge: _____

☐ Leave of Absence: Going Out On: _____ Returning/ Returned on: _____

 ○ Is this for a Leave of Absence or Medical Condition? ☐ *YES (see below) ☐ NO

 ○ Is a substitute needed? ☐ YES ☐ NO

****PLEASE INFORM ANY EMPLOYEE that if their absence is for more than 2 consecutive weeks, FMLA forms are to be filled out, and they need to contact Human Resources.***

For position add/transfers:

☐ Funding Source: _____

☐ Who is this Person Replacing? _____

☐ New Badge Required (Complete Form #9 for change of position or building) and send with this form

☐ IT Needs: ☐ Laptop ☐ Email ☐ Access to any programs (Powerschool, etc)

List Programs needed: _____

Signature Administrator/Supervisor

Date

Central Office Use Only:

Employment Terminated – Effective on: _____

Wage Increase/Additional pay/stipend: From: \$_____ to: \$_____ Effective on: _____

HR Signoff: _____

Copy: Amy Perreault, Keeley Cerbo, Sue Theroux, Clara Siegmund, Rose Methot, Christine Clark

