

Personnel Action Notice

Updated February 2020

Please print on blue paper.

- Add new employee**
- Change existing employee –**
Only need to fill out info applicable to the change.

First paycheck/pay date
for change to be effective:

Direct Deposit?
 Yes No
(If yes, attach DD
authorization form)

Name of Organization: _____

Employee's Full Name: _____ SS#: _____ - _____ - _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Birthdate: _____

Hire Date: _____ (required for employee setup) **OR** Termination date: _____

Position/Title: _____ Work Location: _____

Wages should be coded to account number: # _____ Department: _____

Frequency of pay: Weekly Bi-weekly Semi-monthly Monthly

Regular staff

Annual salary: _____ **or** Hourly Rate: _____

Please attach Federal and State W-4's to this submission.

Employee deductions to be withheld from their paycheck each pay period:

Health insurance amount: _____

Life insurance amount: _____

Retirement amount: _____

Other _____ amount: _____

**** Special notes/changes/one-time amounts/explanations and/or instructions:**

Authorized Approval: _____ Date: _____

