

PAYROLL CHANGES REQUEST

INSTRUCTIONS: This form is to be completed only by the local Pastor/Principal/Departmental Director for an existing position/employee. To request the opening of a new position use the form "New Position (Budget) Request" available at newjerseyconference.org.

Mark one and fill out blank:

- Church Name: _____
 School Name: _____
 Conference Department: _____

Employee

ID# _____ First Name _____ Last Name _____

Changes

- New **Hourly** Pay Rate: \$ _____ *(No less than minimum state hourly wage)*
 New Bi-weekly **Salary**: \$ _____ or Salary Scale _____ %
 From Part-time to Full-Time* From Full-Time to Part-Time
 From Temporary to Regular Part-Time From Temporary to Regular Full-Time*
 From locally to conference funded From conference to locally funded
 Combination locally and conference funded
 Position New Name: _____ Position Old Name: _____

**Full-Time employees qualify for additional benefits. Please, request forms from HR Office.*

If charges should be split, percentage for each department/organization:

Department/organization 1: _____ %
Department/organization 2: _____ %
Department/organization 3: _____ %

Suggested effective date for change/s marked above: _____ *[Please allow two (2) to three (3) weeks for changes to take place]*

Name of person filling out this form: _____ Date: _____

I hereby certify that I am the Church Pastor/School Principal/Departmental Director

FOR CONFERENCE USE ONLY

ADCOM/Education Executive meeting date: _____ Action No. _____

- Approved Approved with changes Denied

Executive Committee meeting date: _____ Action No. _____

- Approved Approved with changes Denied

Church Pastor/School Principal/Departmental Director notified on: _____

- By email/fax By phone
-