



Human Resource Services

Payroll Update Sheet

Certificated:

Classified:

Payroll Team:

Name:

Date to Payroll:

Pay Cycle:

Name (First / Last)	SSN	Loc	New Emp	Trf	Sep	LOA	Status Chng	Other Transactions	Effective Date	Comments
									Fr:	
									To:	
									Fr:	
									To:	
									Fr:	
									To:	
									Fr:	
									To:	
									Fr:	
									To:	
									Fr:	
									To:	

Distribution: One Copy to: Payroll Services; Employee Benefits; Substitute Office; Human Resource Services/Labor Relations Assistants; Credential Specialist (Certificated Only)