



**Employee Pay / Status Change Request Form**

Employee Name:	
<b>SECTION 1 – EMPLOYEE</b>	
Title:	Branch:
<b>SECTION 2 – WAGE / SALARY</b>	
Current Pay:	
Proposed Pay:	
Proposed Effective Date:	
<b>SECTION 3 – EMPLOYMENT STATUS</b> (if applicable)	
Current Employment Status - Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	New Employment Status - Check one: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
<b>SECTION 4 - REASON FOR CHANGE</b>	
<b>SECTION 5 – AUTHORIZATION</b>	
Immediate Manager's Signature:	Date:
SVP Mortgage Banking Division's Signature:	Date:
President's Signature:	Date:
<b>SECTION 6 – PROCESSING</b> <i>(signature denotes Employee Navigator or Payroll system processing complete)</i>	
HR Signature:	Date:
Payroll Signature:	Date: