Dalhousie Human Resources Payroll/Information Systems:
Payroll Change Form – Instructions for Completion

Pull this form into Excel to complete or print a copy to complete by hand.

Use TAB Key to move through the form or a MOUSE to click in the relevant fields.

Required entries when using the Change Form:

Banner Id, Name, Position Number and Suffix

JOB ·LOA· SALARY· TERMINATION - Check Ö appropriate action buttons.

Next, go to the relevant section of the Change Form:

JOB

Enter the **Effective Date** of the Change.

You then have several options:-

- **FTE Change** - Enter the new FTE.
- **Orgn and /or Account Change** – Enter the new Orgn/Account.
- **Reduced Workload** – Enter the % and the Dates.
- **Temporary Assignment** – Enter the % (7.5% for NSGEU. Please see Article 30.01 under the NSGEU Collective Agreement/10% for Admin) and the Dates. **Please note in the Special Instructions the Name and Classification of the employee that is being replaced.**
- **Employee "Excluded from the DFA Bargaining Unit"** – Enter the Dates and under Special Instructions give the reason. E.g. Chair of Senate.

LOA

Enter the **Effective Date** of the LOA.

Enter the Type of LOA, dates, and % of salary while on LOA. (You may not know the % for certain LOAs e.g. Pregnancy.) **Please Note - Each Type is to be listed separately.**

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The following is a list of LOA Types:

- Adoption Leave
- Faculty Sabbatical
- Other
- Parental
- Personal
- Pregnancy
- Sick
- Secondment
- Sessional
- Staff Sabbatical
- Study

If the LOA requires documentation e.g. Dr Certificate or Supplementary Agreement, please check the appropriate box and attach the documentation.

Please note that any Sick LOA of 14 consecutive days or over MUST be reported to Payroll and Information Services by completion of this form. Any changes in the return to work date (Early or Extended) MUST also be reported.

If you are paying Vacation for a Sessional NSGEU employee please check the Vacation Payment box and specify under **Special Instructions** the % and the period of time e.g. Please pay 6% accrued Vacation from September 1, 2002 to May 31, 2003.

SALARY

Enter the **Effective Date** of the Salary Change.

Three options:

- **Annual Salary** – Enter the New Annual Salary
- **Hourly Rate** – Enter the New Hourly Rate.
- **Stipend** – Enter the New Stipend

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TERMINATION

Enter the **Effective Date** of the Termination.

Reason for Termination - Enter e.g. resigned, and indicate **monies to be paid on Termination** e.g. Vacation Pay and/or Overtime. If more space is required, please use the Special Instructions box.

If you have a change that is not covered above, please use the Special Instructions.

Upon completion of the Change Form, **print, authorize, date** and **forward** to Payroll and Information Services by the appropriate cut-off dates. These dates are available on the Personnel Services website at Payroll.