Northeastern University
Human Resources Management

Today's Date

HR/ PAYROLL ACTION FORM

Instructions:
1) Provide the Employee's ID (PeopleSoft), Name and Position Number
2) Complete ONLY the section(s) that applies to the action(s) you wish to initiate
3) Print form, sign then obtain the required approvals
4) Send approved form to the HR/Payroll Service Center, 250 Columbus Place

EMPLOYEE'S NAME

Employee ID#

First Name | Middle | Last Name | Position # | Title

END EMPLOYMENT

Termination Action/Reason: Select One

Unused Vacation Days

Last Day Worked

Comments

POSITION CHANGE(S)

☐ Part Time ☐ Full Time

Position Action/Reason: Select One

Effective Date

Reports To (Name or Pos. #)

Department Name/Divison | Standard Hours | Job Grade | Job Code # | Job Title

INITIATE OR CHANGE PAY

Pay Change Action / Reason *: Select One

Employee Type: Select One

**** To adjust historical payroll expenses or future distribution of payroll expenses you must complete a Payroll Distribution Change form*** *(www.northeastern.edu/hrm/resourcesforms/hrpay.html)*

Base Pay or Stipend

☐ Annual ☐ Hourly

Effective Date

Funding *END* Date

Banner Index Number(s) | Percentage

FACULTY ONLY

TENURE STATUS CHANGE: ☐ Tenure Track to Tenured Status ☐ Non tenure-track to tenure-track status

LEAVE OF ABSENCE (Call HRM Benefits for all non-faculty LOA's)

Type of Leave: Select One

Effective Date

End Date

Percentage of Base During Leave

COMMENTS

Form Originator	Ext.	Department Head	Date	Dean / Director / VP or SVP	Date

Budget / DSPA	Date	HRM Compensation	Date	HR Operations	Date

HR/Payroll Service Center
250 Columbus Place * 617-373-2230