

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAYROLL STATUS CHANGE**

NEW HIRE _____
CHANGE _____
INACTIVE _____

DATE _____

REASON CODE	SOCIAL SECURITY NUMBER	POSITION	EFFECTIVE DATE	
LAST NAME	FIRST NAME	MI	LATEST DEPARTURE DATE	
OLD POSITION TITLE	FTE -TB-GRP/STEP-SALARY	O/T ELIGIBLE	CLASS	EMP TYPE
NEW POSITION TITLE	FTE -TB-GRP/STEP-SALARY	O/T ELIGIBLE	CLASS	EMP TYPE
UNIT/CHECK DIST	HAZ/LONG-CD			

FORWARDING ADDRESS IF SEPARATING LWOP

**REASON FOR CHANGE
(EXPLAIN IN DETAIL)**

CARD: _____
BASE: _____
ACTUAL: _____

ACCOUNT CLEAR: YES NO

REASON FOR OUTSTANDING TIME BALANCES

SEP:CT _____ HT _____

LWOP:VT _____ ST _____ CT _____

OT _____ HT _____

Department Head Signature _____ Date _____

Name/Title _____

Entries Below This Line To Be Completed by the Payroll Department

Retirement Code: _____	Race: _____	Gender: _____
Mar Stat: _____	Num Exp: _____	Addtl WH: _____
Birth: _____	Agency From/To: _____	Lt Merit Dt/Inc: _____
		Lt Prom Dt: _____

PAYMENT CANCELLATION

Payment Number: _____

Number of Entries: _____
Updated By: _____