

EMPLOYEE INFORMAT			1	-		•	
Last Name: Mouse (EXAMPLE)	First Name Mickey	<b>:</b>	Middle I	Name:		23456	
Reason for Payroll Sta	tus Change (Check	one of the following.	)				
Employee Status Cha Update curren  Stipend or Additiona	nt position details.	of Change: Replace with new	position.	<i>)</i>	d position <i>in additio</i>	<b>n</b> to current position.	
SECTION ONE. EMPLO	YEE STATUS CHAN	IGE INFORMATION: Se	elect the che	eckhoxes in t	he left column to indic	ate a change.	
TYPE OF CHANGE		CURRENT STATUS			NEW STAT		
Job Title							
Dept. Name & Code							
Reporting Mgr. & Timekeeping Mgr.							
Job Type and Classification	☐ FACULTY	☐ Full-Time (L8H, 52 ☐ Adjunct (KS7, 528)		☐ FACUL	TY _	ime (L8H, 5250) act (KS7, 5280)	
If changing, must select a <b>Job Type</b> (Faculty, Staff, or Student) <b>AND</b> a <b>Job Classification</b> listed under each Job Type.	STAFF (L8H)	☐ FT Salaried Staff, Exempt ☐ FT Hourly, Non-Exempt ☐ PT Hourly, Non-Exempt ☐ PT Help/Other (5850) ☐ Temporary Staff (5860)		STAFF	☐ FT Sal ☐ FT Ho (L8H) ☐ PT He	FT Salaried Staff, Exempt FT Hourly, Non-Exempt PT Hourly, Non-Exempt FT Help/Other (5850) Temporary Staff (5860)	
	STUDENTS (VCN)	☐ Part-Time Student☐ Work Study (5790☐ Com. Service WS (		STUDI	ENTS	Time Student <i>(5800)</i> Study <i>(5790)</i> Service WS <i>(5780)</i>	
Salary Payrate	\$    \$	Hourly (Non-Exempt of Annually (Exempt of		\$   \$		(Non-Exempt only) lly (Exempt only)	
SECTION TWO. STIPEN Stipends and additional payme dates will match the last day of One-Time Payment of Recurring Payment of \$ Reason for Payment (Dut Mickey Mouse participated in the	nts will be issued as a on the final pay period. Pay \$ 123.00 / pay p	e-time payment or recurring payments should not exceed six not be should not exceed a should not be should not exceed six not be should	payment. Pay nonths and w Payment	vill need to be End Date	reapproved if continued post. Name (for payme) Walt Disney World	payments are needed.	
rittney Calhoun	—Docusigned by: Brittney Calhoun	08/14/24   16:01 EDT	Brittney Call	houn	Docusigned by: Brittney Calhou	08/14/24   17:05	
equestor	— DocuSigned by:  Maya Krant	Date 08/14/24   16:38 EDT	Finance	houp	Docusigned by:  Brittney Calhov	Date 09/14/24   17:05	
laya Grant	808C6301382742C	08/14/24   16:38 EDT	Brittney Call		A301459CA1F6450		
epartment Head rittney Calhoun	—Docusigned by: Brittney Calhoun	<i>Date</i> 08/14/24   17:03 EDT	muiliuli i	Resources D	VII ECLUI	Date	
R: Talent Acquisition Ma	A201458GA1F6450	 Date			Receives a Copy: Payroll,	HRIS, Human Resources	



ΕN	IPLOYEE INFORMAT	ION							
	t Name:	First Name:		Middle N	lame:		<b>Employee I</b> 012345	ID #:	
	impton			1			012345		
$\overline{}$			one of the following.	)	,				
	Employee Status Cha				/ /	aiki a sa fsa asalal			
		nt position details.	Replace with new	position.	□ Add pos	sition <i>in aaa</i>	ition to cu	rrent position.	
<u> </u>	Stipend or Additiona	i Payment(s)							
SE	CTION ONE. EMPLO	YEE STATUS CHANG	GE INFORMATION: Se	elect the che	eckboxes in the le	ft column to ir	ndicate a ch	ange.	
	TYPE OF CHANGE		CURRENT STATUS			NEW S			
	Job Title								
	Dept. Name & Code								
	Reporting Mgr. &								
	Timekeeping Mgr.  Job Type and		☐ Full-Time (L8H, 52	50)			III-Time // 9	2H 5250)	
	Classification	☐ FACULTY	☐ Adjunct (KS7, 528)		FACULTY		☐ Full-Time <i>(L8H, 5250)</i> ☐ Adjunct <i>(KS7, 5280)</i>		
	If changing, must		FT Salaried Staff, E					taff, Exempt	
	select a <b>Job Type</b>		FT Hourly, Non-Ex						
	(Faculty, Staff, or Student) <u>AND</u> a <b>Job</b>	☐ STAFF ( <i>L8H</i> )	☐ PT Hourly, Non-Ex		STAFF (L8H		☐ FT Hourly, Non-Exempt ☐ PT Hourly, Non-Exempt		
	Classification listed		☐ PT Help/Other (58			·   _	☐ PT Help/Other (5850)		
	under each Job Type.		☐ Temporary Staff (5	,			-	taff (5860)	
			☐ Part-Time Student					udent <i>(5800)</i>	
		STUDENTS	☐ Work Study (5790		STUDENTS	:   _	☐ Work Study <i>(5790)</i>		
		(VCN)	Com. Service WS		(VCN)			e WS (5780)	
	Salary Payrate	□ \$	Hourly (Non-Exemp	ot only)	□ \$	Но	urly (Non-l	Exempt only)	
		□ \$	Annually (Exempt of	only)	□ \$	An	nually <i>(Exe</i>	empt only)	
			YMENT(S) INFORMA		<u> </u>				
			-time payment or recurring presents should not exceed six re						
	One-Time Payment of	\$	Payment Effective / Start Date	Payment		t. Name (for pa an Resources	yment)	Dept. Code:	
X	Recurring Payment of \$	<u>250</u> / pay pe	riod 08/19/2024	11/10/2	-	an Resources		1234	
Re	ason for Payment (Dut	ies must exceed employee	's current job description and	l be approved	l by Human Resourc	ces.)	ļ		
Stip	pend for additional security r	esponsibilities for Human I	Resource department.						
		DocuSigned by:			,	CocuSigned by:			
May	a Grant	Maya Grant	08/14/24   16:36 EDT	Brittney Call	noun	Brittney Ca	lhoun	08/14/24   17:08 EE	
Req	uestor		Date -	Finance		> A301458CA1F6450		Date	
Britt	ney Calhoun	—Docusigned by: Brittney Calhoun	08/14/24   17:03 EDT	Brittney Call	noun	—Docusigned by: Brittney Ca	lhoun	08/14/24   17:08 EE	
 Dер	artment Head		Date -	Human R	Resources Direct	^301458CA1F8450 tor	,	 Date	
Britt	ney Calhoun	— Docusigned by: Brittney Calhoun	08/14/24   17:07 EDT						
 НR:	Talent Acquisition Mai	<del></del>	Date		Recei	ives a Copv: Pav	yroll, HRIS. Hı	uman Resources	



ΕN	IPLOYEE INFORMAT	TION							
	t Name:	First Name:			Middle N			Employee	
Do		Jane			Elizabetl	n 		0123456	
	ason for Payroll Sta		-						
X	<b>Employee Status Cha</b>	ange (Effective Date o	f Chang	ge:09/16/2024		)			
	Update currer	nt position details.	☐ Re	<b>eplace</b> with new p	oosition.	☐ Ad	<b>ld</b> position	in addition to c	urrent position.
	Stipend or Additiona	I Payment(s)							
SE	CTION ONE. EMPLO				ect the che	ckboxes in			hange.
1	YPE OF CHANGE	-	CURRE	NT STATUS				NEW STATUS	
Χ	Job Title	Junior Staff Member				Lead Staff	Member		
	Dept. Name & Code								
	Reporting Mgr. & Timekeeping Mgr.								
	Job Type and		Пеи	Il-Time <i>(L8H, 525</i>	(0)			☐ Full-Time (L	8H 5250)
	Classification	FACULTY		ljunct <i>(KS7, 5280)</i>		☐ FACU	LTY	☐ Adjunct (KS7, 5280)	
	If changing, must								
	select a <b>Job Type</b>		_	Salaried Staff, Ex				☐ FT Salaried	
	(Faculty, Staff, or			☐ FT Hourly, Non-Exempt				FT Hourly, Non-Exempt	
	Student) <u>AND</u> a <b>Job</b> <b>Classification</b> listed	STAFF (L8H)	_	Hourly, Non-Exe		STAFF	F (L8H)	PT Hourly, Non-Exempt	
	under each Job Type.		☐ PT	Help/Other (585	(0)			PT Help/Otl	her <i>(5850)</i>
			□ Те	mporary Staff (58	860)			☐ Temporary	Staff (5860)
			☐ Pa	rt-Time Student (	(5800)	O		☐ Part-Time S	tudent <i>(5800)</i>
		STUDENTS	☐ Work Study (5790)			STUDENTS		☐ Work Study <i>(5790)</i>	
		(VCN)	Осо	m. Service WS <i>(5</i>	780)	(VCN)	,	Com. Service	ce WS <i>(5780)</i>
Χ	Salary Payrate	x \$ 19.25	Hou	urly (Non-Exempt	only)	× \$ 2	2.50	Hourly (Non	-Exempt only)
		<b>O</b> \$		nually (Exempt on		s		Annually <i>(Ex</i>	
		-		(2)					,,
SE	CTION TWO. STIPEN	ND/ADDITIONAL PA	YMEN.	T(S) INFORMAT	ION:				
Stip	ends and additional payme	ents will be issued as a one	-time pay	ment or recurring pa	yment. Payı				
	es will match the last day of			ould not exceed six mo Payment Effective /	Payment			if continued paymer e (for payment)	Dept. Code:
_	One-Time Payment of			Start Date			,		
U	Recurring Payment of \$	5 / pay pe	riod						
Re	ason for Payment (Dut	ties must exceed employee	's current	job description and b	e approved	by Human R	Resources.)		
		— DocuSigned by:					— Doore	Signed by:	
Brittr	ney Calhoun	Brittney Calhoun	08/1	4/24   15:30 EDT E	Brittney Call	noun	- (	ney Calhoun	08/14/24   17:04 EI
Real	uestor	A381458CA1F6459		 Date	Finance			59CA1F6450	 Date
		— DocuSigned by:					- (	Signed by:	
May	a Grant	Maya Clant	08/1	4/24   16:34 EDT E	Brittney Call	noun 	ISNUT.	ney Calhoun	08/14/24   17:04 EI
Эер	artment Head		L	Date	Human R	Resources L	Director		Date
Brittr	ney Calhoun	— Docusigned by: Brittney Calhoun	08/1	4/24   17:03 EDT					
		A301459GA1F8459							



	E INFORMAT	ION							T - :	
Last Name: Doe (EXAM)	PLE)		John (EXA		)	Middle I Wayne	Name:		012345	
•	<u> </u>	tus Chan	`		of the following.)	11.676			012010	
_	-				nge:09/16/2024		)			
	Update currer			_	Replace with new	oosition.	/	osition <i>in add</i>	<i>lition</i> to	current position.
	l or Additiona	•								
•		-	` ,							
		YEE STAT			FORMATION: Sel	ect the che	eckboxes in the I			change.
	CHANGE	Faculty M	•		ENT STATUS		LID Assistant /	NEW S		
X Job Titl		-	ember (TRA	MNSFEI	R EXAMPLE)		HR Assistant (		XAMPLE)	
	lame & Code	CGUS			1234		Human Resou	rces		1234
	ng Mgr. & eping Mgr.	Fred Ham	pton		Fred Hampton		Terri Carter		Maya Gr	ant
X Job Typ				<b></b> F	ull-Time <i>(L8H, 525</i>	io)		□ Fi	ull-Time (	L8H, 5250)
Classifi	cation	<b></b> FACU	JLTY		☐ Adjunct (KS7, 5280)		☐ FACULTY	□ A	D Adjunct <i>(KS7, 5280)</i>	
-	ing, must			□F	T Salaried Staff, Ex	rempt		□ F	Γ Salaried	l Staff, <i>Exempt</i>
	<b>Job Type</b> , Staff, or				T Hourly, <i>Non-Exe</i>	mpt		<b></b> F T	Γ Hourly,	Non-Exempt
Student	) <u>AND</u> a Job	AND a Job tion listed	AFF <i>(L8H)</i>	□P	T Hourly, <i>Non-Exe</i>	mpt	STAFF (L8	<b>гн)</b> 🗆 Р <sup>-</sup>	T Hourly,	Non-Exempt
_	c <b>ation</b> listed ach Job Type.		(		T Help/Other (585	50)		□ P <sup>-</sup>	☐ PT Help/Other (5850)	
diraci et	uch sob Type.			☐ Temporary Staff (5860)		□те	☐ Temporary Staff (5860)			
			_		Part-Time Student	(5800)			art-Time	Student <i>(5800)</i>
			DENTS	Οv	Vork Study <i>(5790)</i>		STUDENT	rs 🗆 w	ork Stud	y <i>(5790)</i>
		(VCN	"		Com. Service WS (5	780)	(VCN)	□ c	om. Servi	ice WS <i>(5780)</i>
X Salary	Payrate	□ \$_		Ho	ourly (Non-Exempt	only)	x \$ 123.45	Ho	ourly (No	n-Exempt only)
		× \$ 1	2,345.00	Ar	nnually (Exempt or	nly)	□ \$	Ar	nually <i>(E</i>	xempt only)
							l			
					NT(S) INFORMAT					
					ayment or recurring pa hould not exceed six ma					
One-Tim	e Payment of	\$			Payment Effective / Start Date	Payment	End Date De	pt. Name (for po	ryment)	Dept. Code:
Recurrin	ng Payment of \$		/ pay pe	eriod	Start Bate					
Reason for	Pavment (Dut	ies must exc	eed emplovee	e's curre	nt job description and l	ne approved	d by Human Resou	rces.)		
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,	,		
Brittney Calhou	ın	—DocuSigned by: Brittney C	alhoun	08.	/14/24   15:35 EDT	Brittney Cal	houn	Brittney Ca	Mour	08/14/24   17:08
equestor		— A3014580A1F045	59		 Date	Finance		A301459CA1F6450		Date
Maya Grant		DocuSigned by:	ent	08.	/14/24   16:38 EDT	Brittney Cal	houn	Docusigned by: Brittney Ca	elhour	08/14/24   17:08
epartment	Head		·		Date	Human I	Resources Dire	ctor		Date
Brittney Calhou	ın (	Brittney C	alhoun	08	/14/24   17:02 EDT					
IR: Talent A	cquisition Ma	nager			Date		Red	eives a Copy: Pa	yroll, HRIS,	Human Resources

LIFE University Inc, PSC Form (1/2024)



EMPLOYEE INFORMATION							
Last Name: Student (EXAMPLE)	First Name Sally	:	Middle N	Name:	123456	ee ID #:	
Reason for Payroll State		one of the following )					
Employee Status Chan				)			
Update current		Replace with new	position.	/  Add posi	tion <i>in addition</i> to	current position.	
Stipend or Additional	•	·	•	,			
·	· · · ·						
SECTION ONE. EMPLOY			ect the che	eckboxes in the left		change.	
TYPE OF CHANGE	OLD/	CURRENT STATUS		Student Orientation	NEW STATUS		
Job Title					on Leader	1,00,000	
Dept. Name & Code				Orientation		123456	
Reporting Mgr. & Timekeeping Mgr.				Marty Manager	Marty M	lanager	
Job Type and	☐ FACULTY	☐ Full-Time (L8H, 525	50)	☐ FACULTY	☐ Full-Time	(L8H, 5250)	
Classification	— FACULIY	☐ Adjunct (KS7, 5280	IJ.	□ FACULIY	Adjunct (/	Adjunct <i>(KS7, 5280)</i>	
If changing, must select a <b>Job Type</b>		☐ FT Salaried Staff, Ex	kempt		☐ FT Salarie	d Staff, <i>Exempt</i>	
(Faculty, Staff, or		☐ FT Hourly, Non-Exe	mpt		☐ FT Hourly	Non-Exempt	
Student) <u>AND</u> a <b>Job Classification</b> listed	☐ STAFF (L8H)	☐ PT Hourly, Non-Exe	empt	STAFF (L8H)	PT Hourly	, Non-Exempt	
under each Job Type.		☐ PT Help/Other (58	50)		☐ PT Help/C	ther <i>(5850)</i>	
		Temporary Staff (5860)			☐ Temporar	y Staff <i>(5860)</i>	
	☐ STUDENTS	☐ Part-Time Student	<b> ■</b> STUDENTS	□ Part-Time	Student <i>(5800)</i>		
	(VCN)	☐ Work Study <i>(5790)</i>		(VCN)	☐ Work Stud	dy <i>(5790)</i>	
		Com. Service WS (	5780)		Com. Serv	rice WS <i>(5780)</i>	
Salary Payrate	<pre>\$</pre>	Hourly (Non-Exemp	t only)	\$ 10.00	Hourly (No	n-Exempt only)	
	\$	Annually (Exempt of	nly)	<pre>\$</pre>	Annually (	Exempt only)	
CECTION TWO CTIDENS	/ADDITIONAL D	AVAGENT(C) INCORNAN	TION:				
SECTION TWO. STIPENE Stipends and additional payment				ment effective dates	must align with pay pe	riods, and the end	
dates will match the last day of t			onths and w	vill need to be reappr			
One-Time Payment of \$		Start Date	ruyment	Liid Date Dept.	Nume (joi payment)	Dept. Code.	
☐ Recurring Payment of \$ _	/ pay p	eriod					
Reason for Payment (Dutie	s must exceed employe	e's current job description and	be approved	l by Human Resource	rs.)		
	DocuSigned by:				—DocuSigned by:		
Brittney Calhoun	nittney Calhoun ************************************	08/14/24   16:13 EDT	Brittney Call	noun	Brittney Calhoun _^301458CA1F8150	08/14/24   17:07	
Requestor	DocuSigned by:	Date	Finance		—DocuSigned by:	Date	
Maya Grant	Maya Crant	08/14/24   16:37 EDT	Brittney Call	noun	Brittney Calhoun	08/14/24   17:07 [	
Department Head	808C6304382742C	Date –	Human F	Resources Directo	 Dr	Date	
Brittney Calhoun	Docusigned by: nittney Calhoun	08/14/24   17:03 EDT					
IR: Talent Acquisition Man	^8814586^1F8458 ager	 Date		Receiv	es a Copy: Payroll, HRIS	, Human Resources	

LIFE University Inc, PSC Form (1/2024)