

# Status Change Instructions

## (Notice of Resignation, Pay Increase requests)

If your entity has a locally-funded employee (LFE) that has a status change, please submit your notification/request using the linked request form, for the following reasons:

- Voluntary resignation/quit
- Pay Raise
- Change in hours (decreasing/increasing hours)
- Status change (FT to PT, PT to FT)

Requests submitted by email may not be processed on time.

To submit a request for a status change to a current/active employee, use this linked form: [Employee Status Change <click here>](#)

New wage rates listed on timecard summaries may not be processed. You must submit pay increase requests using the “Employee Status Change” link above.

-If an employee has multiple active job codes, and you are doing pay raises for each job code, you must submit separate requests forms for EACH active position.

**DEADLINES:** All payroll change requests, including adding new job codes/titles, must be submitted by the 20<sup>th</sup> of each month for that month’s payroll processing.