

Archdiocese of San Antonio

Status Change Form



Status Change Forms must be signed by the appropriate authorized signer. Once completed, Bookkeepers are required to make the changes in Paylocity and upload* the completed form onto the employee's Paylocity record and submit for approval.

Employee Name:			
Job Title:		Employee Number:	
Location:		Paylocity Client Code:	
Bookkeeper:		Cost Centers	
Effective Date:		Phone:	

For accrual purposes, please specify an exact number of hours. If part-time and hours vary, please choose on average number of hours worked per week

Previous Status		New Status	
Full Time		Full Time	
Part Time		Part Time	
Temporary		Temporary	
Seasonal		Seasonal	
		Terminated	
Current Title:		New Title:	
Current Pay Rate:		New Pay Rate:	
Current Department:		New Department:	
Current # of Work Hours per Week:		New # of Work Hours per Week:	

Printed Name of Authorized Signer

Signature (Authorized Signer – Pastor, Principal, Agency Director)

Date

Human Resources Office

Date

Notes:

- (1) Human Resources needs to be made aware of these changes for record keeping purposes and to make the necessary changes in Paylocity Benefits, if applicable.
- (2) * Completed Status Change Forms must be uploaded to the employee's records in Paylocity. *Visit the Help > Knowledge Base section of Paylocity for instructions on "Uploading a document".*
- (3) Human Resources will review and approve changes directly in Paylocity.