Millard County Pa	ayroll Change Not	ice	Millard County	Millard County Payroll Change Notice		
Employee Name:			Employee Name:			
Eligible Date:	Effective Date (1st day of pay per	: iod following anniversary date)	Eligible Date:	Effective Date:  (1st day of pay period following anniversary da		
TYPE OF CHANGE(	(S):		TYPE OF CHANG	GE(S):		
✓ All applicable Boxes	From	То	✓All applicable Boxes	From	То	
□ Budget Account			□ Budget Account			
□ Position Title			□ Position Title			
□ Step & Grade	,	,	□ Step & Grade	,		
□ Rate			□ Rate			
□ Other			□ Other	-		
REASON FOR CHAI	NGE(S):		REASON FOR CH	IANGE(S):		
<ul> <li>□ Hired</li> <li>□ Re-Hired</li> <li>□ Discharge</li> <li>□ Demotion</li> <li>□ Transfer</li> <li>□ Layoff</li> <li>□ Orientation Period Completed</li> <li>□ Merit/Longevity Increase</li> <li>□ Re-Evaluation of Existing Job</li> <li>□ Resignation</li> <li>□ Retirement</li> <li>□ Promotion</li> </ul>		□ Hired □ Re-Hired □ Discharge □ Demotion □ Transfer □ Layoff	□ Merit/Lor □ Re-Evalua □ Resignatio □ Retiremen □ Promotion	<ul> <li>□ Orientation Period Completed</li> <li>□ Merit/Longevity Increase</li> <li>□ Re-Evaluation of Existing Job</li> <li>□ Resignation</li> <li>□ Retirement</li> <li>□ Promotion</li> </ul>		
□ Leave of Absence From until □ Other (explain)			☐ Leave of Absence☐ Other (explain)_	☐ Leave of Absence From until ☐ Other (explain)		
AUTHORIZATION: terminations and regularly so		REQUIRED except for	AUTHORIZATIO for terminations and regu	,	natures REQUIRED except reases)	
Satisfactory Evaluation - Completed □ File Location			Satisfactory Evaluation -	Satisfactory Evaluation - Completed  File Location		
Elected Official/Dept Head:	Date		Elected Official/Dept Hea	Elected Official/Dept Head: Date		
Commissioner	Date		Commissioner		Date	
Commissioner	Date		Commissioner		Date	
HR Review □	Date		HR Review □		Date	