

SUPPLEMENTAL PAYROLL CERTIFICATION AND REPORT OF PERSONNEL CHANGE

Report all personnel changes on this form prior to payroll affected by this change.

Please submit as an email attachment to personneldept@tompkins-co.org

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Name of appointing Town, Village, School District, TC3,
Library or County Department

County Dept#

Vacancy Fill Approval #

Emp ID#

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Name of Employee

Job Title

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Employee Mailing Address

Position ID

Employee previously in position

						Y	N
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Social Security Number

Date of Birth

Supervisor

Hourly Wage

Hours/Week

Benefits Eligible

	✓	Nature of Personnel Change	Effective Date	End Date	Action required of Appointing Officer
APPOINTMENTS		Permanent (competitive class only)			Appt Date must match Certified List date
		Provisional			
		Temporary			List End Date
		Substitute			Give facts under remarks
		Non-Competitive Class			
		Exempt Class			Submit this form only
		Unclassified			Submit this form only
		Labor Class			
TERMS		Resignation			Attach signed Resignation letter
		Retirement			Give last date of work
		Deceased			Give last date of work
		Removal			Attach copy of proceedings
		Lay-off (Lack of Work or Funds)			Give facts under Remarks
		Temporary or Seasonal			Give last day of work
OTHER		Leave of Absence			Give facts under remarks
		Transfer			Give facts under remarks
		Demotion			Give facts under remarks
		Suspension			Give facts under remarks
		Reinstatement			Give facts under remarks
		Change in Classification			Give facts under remarks
		Change in Salary			Indicate new salary
		Change in name and/or address			Give facts under remarks
	Other			Give facts under remarks	

Department Contact/Buddy: _____ Ext. _____	Timecard Admin: _____
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<p>Remarks: (continue on back if necessary)</p> 	<p>_____ Signature of Appointing Authority</p> <p>_____ Date</p> <p>Title: _____</p>
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<p>Tompkins County CERTIFICATE valid until: Date: _____</p>	<p>This certifies that the above Employment is in accordance with Law and Rules made in pursuance to Law. Subject to any limitation or condition specified above.</p>	<p>By: _____ Date: _____</p>
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