



Payroll Area Change Form

<b>Personal Information</b>	
Employee Number	
Employee Name	
Employee Group	
Department	
Student Number (for TAs/Lecturers only)	

<b>Event Type – Appointment Change (02 – Internal Department Change)</b>	
Effective Date (dd/mm/yyyy)	
Adjusted Effective Date (for Payroll use only)	
Select:           Bi-weekly to Monthly	
Select:           Monthly to Bi-weekly	

<b>Position Details (IT0000/0001/0008)</b>						
Position #	Pay Scale Group	Level	Annual Salary	Contract Type	Valid Until	Percentage

<b>Salary Details (IT9009) – For Appointed Only</b>							
Funding Source Period	To & From Dates	Wage Type	Text	Type	Amount	Percentage	

<b>Cost Distribution (IT0027)</b>				
Cost Centre	Internal Order	Fund Centre	Fund	Percentage

<b>Approval</b>	
Prepared by (Print)	
Approved by (Signature)	
Date	
Telephone #	

<b>For Payroll use only</b>	
Accounted to	
OTO Coverage Date	
OTO Amount	
Date Processed	
Processed by	



## Form Instructions

This form is required to complete if the employee is transferring from:

1. Bi-weekly to monthly pay; or
2. Monthly to bi-weekly pay (please consider the following criteria)
  - Is the employee currently holding a monthly position, including USW casual monthly position?
  - Is the employee in receipt of on-going fellowship or scholarship?
  - Did the employee work as one of the following positions within a year?
    - Teaching Assistant
    - Undergraduate/Graduate Assistant
    - Sessional Lecturer
    - Post-Doc Fellow who received monthly stipend

If the answer is 'yes' to any of above questions, the employee should not be converted from Monthly to Bi-weekly; you may [contact Central Payroll Services](#) for further clarification.

To ensure that the request is processed on time, the Divisional / Departmental Office must submit completed form via email to [Central Payroll Services](#) ([payroll.hr@utoronto.ca](mailto:payroll.hr@utoronto.ca)) by the 'Forms/Changes' Deadline Date, as per the [Payroll Schedule](#).

Please be advised that effective August 1, 2014, faxed form submissions are no longer accepted.

**If you have any questions regarding this form, please contact [Central Payroll Services](#).**