

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: HR-702P Payroll Status Change Notice

EFFECTIVE DATE: June 2000

SECTION: Human Resources

REFERENCE POLICY: N/A

RESPONSIBLE CHIEF OF STAFF: Chief Operating Officer

RESPONSIBLE COMMITTEE: Employee Investment CIT

REVIEWED: 08/11, 07/14, 10/15/2018, 07/29/2024

I. PURPOSE

The purpose of this procedure is to describe how Carolina Family Health Centers, Inc. (CFHC, Inc.) maintains documentation that uniformly transmits and retains employee payroll data.

II. PROCEDURE

The *Payroll Status Change Notice* (PSN) form is signed and submitted for all personnel changes. The PSN form is a universal form that is available in the Director of Human Resources' office.

The personnel changes that require documentation on the PSN form include all of the following:

- Change of Employee Schedule: A change in scheduled work hours can only be made at the beginning of a pay period. A fully executed PSN form must be submitted to change an employee's hours of work. The form must be signed by the employee, supervisor/manager, and Human Resources. A change in work hours will not be retroactive and will not affect unexcused absence or tardiness previously recorded. During an employee's 90-Day Introductory Period, the work schedule cannot be modified according to established time.
- Change in Job Title
- Change in Status: Exempt/Non-Exempt, Full Time/Part Time
- Department/Location Transfer
- Name Change
- New Hire
- Promotion/Demotion
- Resignation
- Termination of Employment
- Wage/Salary Increase or Decrease

The Director of Human Resources is responsible for initiating the completion of the PSN form. The completed PSN form is forwarded to the Director of Finance and then forwarded to the Chief Executive Officer for review and signature.

The notice is then returned to the Director of Human Resources to be filed in the employee's file.

III. ATTACHMENTS

- *Payroll Status Change Notice*