

**Supervisors complete the parts in orange.**

City of Saint Paul

**PAYROLL/HR/TASS INPUT/CHANGE FORM**

<b>Employee Name:</b>	<b>Emp. ID:</b>	<b>Department (Infor Process Level):</b>	<b>Division (Infor Dept):</b>	<b>Sub-Division (TASS):</b>	<b>Primary Work Location:</b>
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**Check One:**  
 Certified   
  Appointed/Unclassified   
  Provisional   
  Inter-government/17C Transfer   
  Reinstatement   
  Intern   
  Temporary

**Check all that apply:**  
 New Hire   
  Re-Hire   
  Promotion   
  Reallocation   
  Competency Hire

Reduction in Title      *Employee signature required for voluntary reduction* \_\_\_\_\_

Requisition #	Check One:	*Start Date:	End Date: <i>(Temporary only)</i>
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, indicate the estimated number of hours per pay period: _____		

**If this is a temporary employee, is this employee eligible for health insurance\*\*?**      YES      NO  
*\*\*Check "YES" if this is a temporary employee expected to work 30 hours a week or more on a non-seasonal basis. Such employees must be offered health insurance under the Affordable Care Act.*

**Primary Budget Information**

GL Company:	GL Accounting Unit:	GL Account #:	Activity:	Account Category:
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**New Employee's Title(s):**  
 If temporary employee with multiple titles, please list the titles starting with primary title. Overtime profile will be based on the primary position held in Infor.

Position Code:	Job Code:	Job Code Description:	Bar. Un.	Grade	Step	Hrly Rate of Pay:

**Working Out Of Classification (WOOC)**

Position Code:	Job Code:	Job Code Description:	Bar. Un.	Grade	Step	Hrly Rate of Pay:

**WOOC Budget Information (ONLY if different from Primary Budget Information)**

GL Company:	GL Accounting Unit:	GL Account #:	Activity:	Account Category:
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**IntelliTime User Information:**  
[\(FLSA\) Overtime Profile](#) (Refer to TASS Overtime Profiles and Descriptions by Employee Group)      **User Schedule** *(Example: M – F 8 – 4:30 P.M.)*

<b>TASS Timecard Approver</b> <i>(Who will approve the employee's timecard)</i>	<b>Overriding Accounting Needed</b>	<b>Seniority Order</b>
	<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Time Approver Role:**  
 Will this employee approve time for other in employees TASS?     YES     NO    If yes, please email Payroll Specialist with the list of employees.  
 \_\_\_\_\_ who will be the Backup time Approver? \_\_\_\_\_

**Supervisor's Information**

<b>Supervisor Signature:</b>	<b>Supervisor telephone number:</b>
<b>Supervisor's Name (Please print):</b>	<b>Date form Completed:</b>

\* If action is for current certified/unclassified employee; start date is to be 1st day of pay period.      **Any questions, contact your Payroll Specialist.**