

# Position Reclassification Payroll Template

## Employee Information

Employee Name

Employee ID

Department

Current Position

## New Position Details

New Position Title

New Position ID

Effective Date

New Department

Supervisor

Reason for Reclassification

## Payroll Adjustment

Current Salary

New Salary

Change Type

Salary Change Reason

## Approval Signatures

Name	Title	Signature	Date
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Name	Title	Signature	Date
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