

## CALIFORNIA PAYROLL STATUS CHANGE FORM FOR SELF DETERMINATION

Managing Parties should complete this form to adjust an employee's pay rate, rehire an employee, hire an existing employee or terminate an employee. Once completed submit to the Mains'I Manager.

### Employee Information:

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

### Payroll Change

**Wage Adjustment:** List new pay rate and service code(s): \_\_\_\_\_  
Participant Name & Number: \_\_\_\_\_  
Effective Date of New Rate: \_\_\_\_\_  
Pay Code used in Timesheet System: \_\_\_\_\_

\*All pay rate changes must be submitted to the Support Specialist prior to the start of a new pay period

**Rehire:** Effective Date of Rehire: \_\_\_\_\_

\*Employees who have been inactive for 6 or more months will need to complete new hire paperwork

**Add a Position:** Dept #: 503 Participant Name & Number: \_\_\_\_\_  
Hourly Pay Rate: \_\_\_\_\_ Service Code (s) Used: \_\_\_\_\_  
Pay Code used in Timesheet System: \_\_\_\_\_

\*Employees will need to complete a new hire packet when adding a participant to their payroll.  
Please contact the support specialist you work with for any additional documents needed.

### Notes/Comments:

**Managing Party Completing Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mains'I Services Support Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mains'I Services Support Specialist will submit for to payroll for processing.