

Title: Required Notification of Employee Change in Status Policy	Policy Category: Human Resources
Issuing Authority: Administration & Finance	Responsibility: Human Resources
Publication Date: 11/15/2022	Next Review Date: 11/15/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

Each department working with their Dean/Vice Presidential area is responsible for the timely reporting to Human Resource Services (HRS) of any change of employee status that will affect the employee paycheck, such as: promotion, salary increase or decrease, separation (resignation, termination, or retirement), changes of FTE, leave of absence or return from leave, or change in MailDrop.

In order to avoid the issuance of an incorrect paycheck, changes must be reported to HRS Payroll Department according to the paperwork submission deadline schedule provided by HRS. In the event that an employee is overpaid due to late submission of paperwork, the department may be sanctioned (funds not returned to department account) for the full value of the returned paycheck.

Definitions:

None

Contact:

Additional information about this policy is available here:

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Stony Brook Human Resource Service Website](#)