



# OWEN COUNTY BOARD OF EDUCATION

1600 Highway 22 East ~ Owenton, Kentucky 40359 ~ (502) 484-3934

Phone (502) 484-4393  
Fax (502) 484-9095

## PAYROLL CHANGE

**SUPERVISOR TO COMPLETE THIS SECTION:**

NAME OF EMPLOYEE	
REASON FOR CHANGE	
TRANSFER FROM	
TRANSFER TO	
Does this transfer involve a change in the employee's pay? If yes, please explain.	

**CENTRAL OFFICE USE ONLY:**

PAY TYPE / JOB CLASS CODE	
CHANGE TO G/L ACCOUNT NUMBER	
SALARY GRADE / STEP	
# OF DAYS PER YEAR	
HOURS / DAY	
HOURLY RATE / DAILY RATE	
TOTAL SALARY FOR CURRENT YEAR	
SALARY PAID TO DATE	
REMAINING SALARY TO BE PAID	
REMAINING CHECKS	
PAY DATE	

	PAYROLL DEPT		DATE
	FINANCE DEPT		DATE
	SUPERINTENDENT		DATE