

# When to Use NuView/When to Use Payroll Status Form

Use **Payroll Status Form** (located on G-Drive) for:

- New Hire/Rehire
- Demographic change (until your staff starting using ESS)
- Change of Hours - Full Time/Part Time/Sub status
- Home Based Rate Changes (R2/R3/R4/etc.)
- Split Distributions
- 1% Training Increase
- All retro-active pay
- All bonuses
- Transfers - to positions OUTSIDE your department. NOTE: Both supervisors, the OLD supervisor and the NEW supervisor must complete a Payroll Status, and this must be completed on the SAME DAY.
- Initiate Termination for No Shows to NEO (use NuView for other terms – see below)

Use **NuView Employment Change** for (continues onto next page):

- Re-Assign supervisor for employees within your department.
- Entity Code
- Location
- Division
- Object Code
- Single Distribution
- Changes in Position – ONLY for changes or transfers WITHIN your department.
- Changes in Salary - ONLY if there is no retro-active money owed to the employee
- Initiate Termination - ensure the change reason is listed, the correct termination date is selected, add comments and check/uncheck to confirm if they are eligible for rehire (if a No Show to NEO, use Payroll Status to initiate termination – see above)