

Reference: HUMAN RESOURCES
Section: EMPLOYMENT PRACTICE
Title: PAYROLL CHANGE NOTICES
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I. PURPOSE

The purpose of this policy is to designate responsibility for the generation of payroll change notices in instances of employee changes within the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

II. POLICY

A. For NFTA Employees

Human Resources initiates all payroll change notices upon the receipt of a memorandum, directive, or employee evaluation form submitted by the affected employee's Department Manager.

B. For Metro Employees

Payroll change notices for new employees, non-represented employee salary increases and promotions into non-represented positions are initiated by Human Resources upon the receipt of a memorandum, directive, or employee evaluation form submitted by the affected employee's Department Manager.

Payroll change notices for union transfers, contractual wage increases and terminations are initiated by the Department Manager at the location from which the employee is transferring, or when no transfer is occurring, by the Department Manager at the location to which the employee is assigned. All payroll change notices must be approved by Human Resources before they are forwarded to the Accounting Department for processing.