

**Lake Region State College
Policy and Procedure Manual**

SECTION 400.11
PAYROLL CHANGE NOTICE

Supervisors will consult with the Human Resource Director regarding rate of pay for new, non-faculty employees or changes in the rate of pay of current employees. A *Salary Determination Form* must have approval of the President. Changes in deductions do not need approval unless a third-party payee is requested.

History

Administrative Council Approved 10/29/12

Administrative Council Approved Update 06/11/15