

Staffing Plan Position Change Request

(Use to request approval for changes to Existing Vacant Positions ONLY)

The Staffing Plan Position Change Form is used for approval of changes to existing staffing plan vacant positions. Please complete and forward, along with a copy of the job description, to your supervisor for approval. All approvals must be obtained before any changes are processed.

Incomplete forms or forms without the job description attached will be returned to you.

Today's Date	<input type="text"/>	Effective Date	<input type="text"/>
Position No	<input type="text"/>		
Previous Position Title	<input type="text"/>		
Previous Position Org #	<input type="text"/>		
New Position Title	<input type="text"/>		
New Position Org #	<input type="text"/>		
Justification/Comment	<input type="text"/>		

Approval

Prev. Fin. Mgr. /Dean/Director	<input type="text"/>	Date	<input type="text"/>
New Fin. Mgr. /Dean/Director	<input type="text"/>	Date	<input type="text"/>
HR Director	<input type="text"/>	Date	<input type="text"/>
Vice President	<input type="text"/>	Date	<input type="text"/>
President	<input type="text"/>	Date	<input type="text"/>

After approvals are complete, the form and the supporting documents should be forwarded to HR Position Control

Human Resources Use Only

Date Request Received	<input type="text"/>	Job Description Attached	<input type="radio"/> Yes - Accept
			<input type="radio"/> No - Reject
			<input type="radio"/> NA
Date Change Made to Banner	<input type="text"/>	By	<input type="text"/>
