

|  |  |
| --- | --- |
| **APPOINTMENT CHANGE FORM** for Staff and Students  **Excluded from Position Control (indicate reason below)**  contract and grant funding  academic title  student appointment  **VCEI approval attached** |  |

**EMPLOYEE INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | EID: |  | |
| Supervisor: |  | Dept Name: |  |

**ACTION**

Reappoint/Transfer  Earning Distribution Change  Salary Change  Stipend

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reclassification (requires a new position management number) | | | | |
| Effective Date: |  | End Date: |  | Indefinite Change |
| Change Position # Information | | | |  |

**CHANGE JOB DATA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **FROM** | **TO** |  | **FROM** | **TO** |
| Pay Rate |  |  | Home Dept. |  |  |
| Title Code |  |  | Supervisor |  |  |
| FTE % |  |  | BELI code |  |  |
| Leave code |  |  |  |  |  |
| Position Mgmt # |  |  | Stipend Amount (monthly dollar amount) | $     /monthly | |

**CURRENT FUNDING   
(only complete if making changes to earnings distribution)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Line  # | %/Hrs | Acct | Fund | Org/Dept | Prg | ChartField1 | ChartField2 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**CHANGE FUNDING TO**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Line  # | %/Hrs | Acct | Fund | Org/Dept | Prg | ChartField1 | ChartField2 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**NOTES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUIRED APPROVALS**  You may submit approvals electronically instead of obtaining original (aka “wet”) signatures.  For this option, save email approval(s) in PDF form and submit using ServiceNow. | | | | | | | |
| Program/Dept Manager | Print  Name: |  | Signature | X | Date: |  |
| Financial  Analyst | Print  Name: |  | Signature | X | Date: |  |
| Executive Director | Print  Name: |  | Signature | X | Date: |  |
| Divisional  HR\* |  | Debbie Fong | Signature | X | Date: |  |
| \* HR sign off not required for earnings distribution changes or student appointments. | | | | | | |

**Attached Documents:** Job Description PEM Approval Documentation  Other