

|  |  |
| --- | --- |
| **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**

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| **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/DeptManager | Print Name: |       | Signature | X | Date:  |       |
| Financial Analyst | Print Name: |       | Signature | X | Date:  |       |
| ExecutiveDirector | 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