

|  |  |
| --- | --- |
| Supervisor Change |  |

## REQUESTOR INFO

|  |  |
| --- | --- |
| Requester Name: | Date: |
| Department Name: | |

## UPDATED SUPERVISOR INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| [Home Dept Org Node](http://diversity.berkeley.edu/sites/default/files/ei_home_dept_org_nodes.pdf) (if new): | | Effective date: | |
| Current Supervisor: | New Supervisor: | | Supervisor ID: |
| Employee Name: | | Employee ID: | |
| Do you want to update Position Management with the new supervisor info?  Yes  No | | | |
| Reason for supervisor change: | | | |

**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.  
Please add Debbie Fong to the Watch List in ServiceNow.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Program/Dept Manager | Print Name: |  | Signature | X | Date: |  |
| Executive Director | Print Name: |  | Signature | X | Date: |  |
| Divisional HR |  | Debbie Fong | Signature | X | Date: |  |