

CLASSIFIED POSITION/EMPLOYEE CHANGE FORM

FILLING OF POSITION, DESK AUDITS OR CREATION OF NEW POSITION

* Current Title _____ * Position # _____
 * Hiring Unit _____ * Start Date _____
 * Account(s) Charged _____ % _____
 _____ % _____

* New * Replacement Position Review For Whom _____

If requesting desk audit/review of position, please complete **Position Reallocation Request Form (desk audit)**
THE ABOVE SECTION MUST BE COMPLETED FOR ALL CHANGES
(FILLING, CREATION AND DESK AUDITS)

Has this position been previously filled during this fiscal year? Yes No

* Position will be: Permanent Indeterminate Hourly Temporary _____ FTE

If seasons: 9 months 10 months Other _____

* Scope of Search: Promotional Internal State

Satisfactory completion of a background check is required after a conditional offer of employment has been made.

EMPLOYEE CHANGE SECTION

() Funding Change () FTE Change from _____ FTE to _____ FTE
 () Leave Without Pay () Abolishment of Position # _____
 () Dept Change New Department _____

Present Employee's Name _____ ID# _____

Effective Date _____ Account Charged _____ % _____
 _____ Account Charged _____ % _____

* **Explanation of Requested Action (MUST BE ATTACHED)**

THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES & BUDGET OFFICE

Position Management Report/Maximum Authorized Salary _____

Minimum/Maximum Annual Salary Range for Position Class Title _____

Maximum Salary for Replacement* _____

*Salary for position cannot exceed 1.15x minimum salary for position class title. Exceptions require approval of the President.

FLSA Status Exempt Non-Exempt

THIS SECTION MUST BE COMPLETED FOR FILLING OF ALL VACANCIES

SIGNATURES:

Employee _____ Date _____
 (Signature required on all desk audits only)

Immediate Supervisor _____ Date _____

Dean/Director _____ Date _____

Human Resources Director _____ Date _____

Budget Officer _____ Date _____

Vice President _____ Date _____

President _____ Date _____
 (Signature required on new positions and exceptions to max authorized salary)

RETURN TO HUMAN RESOURCES FOR DISTRIBUTION