

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Identification Number	Last Name	First Name	M.I.	Date Filed <input type="text"/>
				New Employee
				Current or Returning Employee

Primary Job:	Change New	Secondary Job:	Change New	Change Reason:	Acting Assignment Reclassification	Termination LOA	<input type="text"/>	Other - See Comments
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New Job or Change To :

Position Number	<input type="text"/>	Suffix	<input type="text"/>	Position Title	<input type="text"/>	Start Date	<input type="text"/>
Supervisor PCC ID:	<input type="text"/>	Employee Class	<input type="text"/>	End Date	<input type="text"/>		

Salary Placement	Organization:	Code	Description	
Table	Home Department	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade	Check Distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step				<input type="text"/>
Hourly Rate \$	<input type="text"/>	Hrs Worked	<input type="text"/>	Max Encumbrance \$ <input type="text"/>
OR				<input type="radio"/> Increase <input type="radio"/> Decrease
Salary \$	<input type="text"/>	Hrs / Week	<input type="text"/>	Months / Year <input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	Mail Code	Ext.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Campus/Bldg/Room	Fax		
<input type="text"/>	<input type="text"/>		

Fund	Orgn	Acct	Prog	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Code				<input type="text"/>

Change From :

Position Number	<input type="text"/>	Suffix	<input type="text"/>	Position Title	<input type="text"/>	Start Date	<input type="text"/>
Supervisor PCC ID:	<input type="text"/>	Employee Class	<input type="text"/>	End Date	<input type="text"/>		

Salary Placement	Organization:	Code	Description	
Table	Home Department	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade	Check Distribution	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step				<input type="text"/>
Hourly Rate \$	<input type="text"/>	Hrs Worked	<input type="text"/>	Max Encumbrance \$ <input type="text"/>
OR				<input type="radio"/> Increase <input type="radio"/> Decrease
Salary \$	<input type="text"/>	Hrs / Week	<input type="text"/>	Months / Year <input type="text"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	Mail Code	Ext.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Campus/Bldg/Room	Fax		
<input type="text"/>	<input type="text"/>		

Fund	Orgn	Acct	Prog	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Code				<input type="text"/>

Comments :

Initiating Supervisor/Organization Director	Date	Administrative Services/Budget	Date
Administrative Supervisor	Date	Human Resources	Date

For HR and Payroll Use Only