



**WPI**

HUMAN  
RESOURCES

**Position Title/Job Title Change**

<b>Employee Information</b>	
_____	
Last Name _____	First Name _____
_____	
WPI ID _____	Department _____
<b>Job Change Information- Position Title or Job Title</b>	
_____	
Current Position Title _____	New Position Title _____
_____	
Current FLSA Status (Exempt/Non-Exempt) _____	New FLSA Status (Exempt/Non-Exempt) _____
<i>*If there is a change in exemption status an updated exemption determination form must be included with this form and requires HR approval</i>	
_____	
Current Salary/Pay Rate _____	New Salary/Pay Rate _____
<b>Change in Supervisor Reporting Relationship</b>	
<ul style="list-style-type: none"> <li>• Is the employee reporting to the same supervisor? Y/N</li> <li>• Is the employee a new supervisor? Y/N <ul style="list-style-type: none"> <li>○ If yes who are they supervising? _____</li> </ul> </li> <li>• If the employee is a current supervisor are they supervising anyone new? Y/N <ul style="list-style-type: none"> <li>○ If yes who are they supervising? _____</li> </ul> </li> </ul>	
<b>Reason for Change</b> (Re-Org, Reviewed Job Description, Etc.,) Review with HR	
_____	
<b>Approvals</b>	
Supervisor _____ Date _____	
<i>* Supervisor signature confirms that appropriate approvals have been obtained (Dept/Budget)</i>	
HR Representative _____ Date _____	
<b>Effective Date</b> _____	
<b>Attached Documentation:</b>	
Updated Job Description <input type="checkbox"/> Exemption Determination Form <input type="checkbox"/> Promotion Form <input type="checkbox"/>	