

**WPI****HUMAN
RESOURCES**

Position Title/Job Title Change

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