

Supervisor Change Request Form

Instructions: This form is to be used when there is a change of Supervisor for staff within the unit. Supervisors are responsible for maintaining up-to-date job descriptions, administering performance evaluations and approving Web-Time Entry. A separate form should be used for each change. Be sure to fill out each of the applicable sections completely to ensure processing. When completing this form, please type or print, unless a signature is requested.

A completed Human Resource System Security Request Form must be on file to give access to the requested ORGN and Employee Classes. Please be advised that submitting additional forms may be required to complete your request.

Department Name: _____ **ORGN #:** _____

Current Supervisor Name: _____ UID# _____

New Supervisor Name: _____ UID# _____

Reason for Change:

New VP/Director/Dean/Chairperson

Vacancy in current supervisor role

Change of Organizational Structure

Other: _____

Employees Affected:

Title/Classification		Position #	
Incumbent		UID	
For HR Use Only Completed by:	Position Mgmt	PPAEXPR	NTRRQUE
		PEAREVW	NBAJQUE (Pool Pos. Only)

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Fiscal Officer (or Vice President) Signature: _____