

Request to Change Current Employee Title, Salary, Position Type or FTE

1. Employee's current position type:

Appointed	Graduate Asst./Assoc.
Classified Staff	Student
2. Employee's Full Name: (First, MI, Last)
3. Supervisor's Full Name:
4. Supervisor's E-mail:
5. Supervisor's Telephone:
6. Department Number:
7. Sub-Unit Name:
8. Desired Effective Future Date:
Generally the effective date will always be the first day of the pay period in which the request was approved.

TYPE OF CHANGE:

10. Change in Employee's Title:
 - a. Employee's Current Title:
 - b. Proposed New Title:
11. Change in Employee's Position Type:
 - Change to Classified Staff
 - Change to Appointed
 - Appointed Change to Staff
12. Change in Employee's Salary:
 - a. Employee's Current Salary or Hourly Rate:
 - b. Proposed New Salary or Hourly Rate:
13. Change in FTE:
 - Current:
 - Proposed:

REASON FOR CHANGE:

9. Reason for Change: *(please check all that apply)*
 - Career Progression
 - For Classified Staff Only - Requires additional form:
<http://hr.arizona.edu/sites/default/files/hr/forms/progression.pdf>
 - Equity Increase
 - Merit Increase
 - FTE Change
 - Market Increase
 - Promotion
 - Title Change
 - Other

14. Is this change?

Permanent	Temporary
If temporary, please provide assignment dates:	
15. Please attach a job description and justification including how the additional salary will be covered if applicable.

REQUIRED Approvals

Signature: _____
Deputy Dean Date

Signature: _____
Pam Ray, Assistant Dean, Financial Affairs Date

Signature: _____
Judy DiMarco, PhD, Chief of Staff/Deputy Dean, Administrative Affairs Date

Please allow 10 business days for final approval.

Questions?

If you have questions regarding this form, please contact Richard Chavez 626-5533.