Use this form to report changes to a position other than classification. Do not use this form to report data changes pertaining to employees. Except for block 1a, enter only new/changed data. Reclassification requires a different form.

1a. Position Nbr 1b. Full Title 1c. Short Title

Required in all cases. Generally, positions carry the title of the class. Some variations are permitted. Faculty titles must agree with GL-Dept (program) portion of GL-Number.

2a. End Date 2b. Reason for ending Position 2c. Owning Dept 2d. Time Sheet Dept

When a position is being relinquished 2a and 2b must be filled in. Fill in only if data is changing.

3a. Location 3b. Supervisor Position Number 3d.

Major campuses only Generally, should agree with supervisor data reported on HRAR-1/2.

Section below pertains to the financial data associated with the position. It may be changed even though position data itself does not change.

4a. PosPay Start Date 4b. General Ledger Number 4c. Previous PosPay data should be:

□ Replaced with this data
□ Retained in history

Fund GL-Dept (Program) Object Location Applicable only when 4a and 4b filled in.

5. Justification, explanation, other data not shown above:

Unit Administrator/Manager Human Resources

6a. Printed Name and Signature 6b. Date Approved by Date

Input by Date

Distribution: Original – Personnel Record; Copy – Requesting Official, Payroll