

EMPLOYEE CHANGE OF STATUS

BANNER ID: _____
***Effective End Date:** _____

☐ Classified ☐ Confidential ☐ Faculty ☐ Manager

<u>BUDGET USE ONLY</u>	<u>BUDGET USE ONLY</u>
Position No.: _____	Position No.: _____
Contract No.: _____	Contract No.: _____
<u>HUMAN RESOURCES USE ONLY</u>	<u>HUMAN RESOURCES USE ONLY</u>
Range, Step: _____	Range, Step: _____
Longevity: _____	Longevity: _____
Differential: _____	Differential: _____
Job FTE: _____	Job FTE: _____
Pay Rate: \$ _____	Pay Rate: \$ _____

Date

Date

Date

***Temporary Assignments MUST have a projected end date (no greater than the end of the fiscal year).**

A new form must be submitted to Human Resources every fiscal year and MUST be Board Approved PRIOR to changing the employee's status. Employee should not work in requested assignment until after Board Approval.

Board Date ☐ Denied ☐ Banner ☐ Benefits ☐ PPAGENL
☐ Approved ☐ Payroll ☐ PPASKIL ☐ PPACERT

****Reviewed by President's Cabinet on:**