

White Human Resources  
 Green Position Control  
 Canary President's Office  
 Pink Department Head / Project Director  
 Golden Rod Payroll



**MISSISSIPPI VALLEY STATE**  
 UNIVERSITY™

**APPOINTMENT AND CHANGE OF STATUS**

**PC05 (LF)**

Name: \_\_\_\_\_ Identification # \_\_\_\_\_  
 Position: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_  
 Job Class: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Gender: \_\_\_\_\_ Exempt Status \_\_\_\_\_

**CHANGE IN COMPENSATION      INCREASE      DECREASE (ATTACH NARRATIVE / DOCUMENTATION)**

Department Name: \_\_\_\_\_  
 Banner Org.#: \_\_\_\_\_ Fund #: \_\_\_\_\_  
 Page: \_\_\_\_\_ Line: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ "\*\*\*\*\*"% Student \_\_\_\_\_  
 Annual Salary : \_\_\_\_\_ Total Pay: \_\_\_\_\_  
 12 mo.    10mo.    9mo.    One time Pay  
 Monthly Salary Rate: \_\_\_\_\_ Wage Rate: \_\_\_\_\_/hr.

Department Name: \_\_\_\_\_  
 Banner Org.#: \_\_\_\_\_ Fund #: \_\_\_\_\_  
 Page: \_\_\_\_\_ Line: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ "\*\*\*\*\*" % Student \_\_\_\_\_  
 Annual Salary : \_\_\_\_\_ Total Pay: \_\_\_\_\_  
 12 mo.    10mo.    9mo.    One time Pay  
 Monthly Salary Rate: \_\_\_\_\_ Wage Rate: \_\_\_\_\_/hr.

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 Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ "\*\*\*\*\*" % Student \_\_\_\_\_  
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 12 mo.    10mo.    9mo.    One time Pay  
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 Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ "\*\*\*\*\*" % Student \_\_\_\_\_  
 Annual Salary : \_\_\_\_\_ Total Pay: \_\_\_\_\_  
 12 mo.    10mo.    9mo.    One time Pay  
 Monthly Salary Rate: \_\_\_\_\_ Wage Rate: \_\_\_\_\_/hr.

**LEAVE OF ABSENCE**

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Reason: \_\_\_\_\_ Return from Leave: \_\_\_\_\_

**CHANGE OF TITLE      PROMOTION (ATTACH NARRATIVE / DOCUMENTATION)**

Current Title: \_\_\_\_\_ Job Class: \_\_\_\_\_      New Title: \_\_\_\_\_ New Job Class: \_\_\_\_\_

**TRANSFER**

From Department: \_\_\_\_\_ To Department: \_\_\_\_\_  
 Current Title: \_\_\_\_\_ Job Class: \_\_\_\_\_      New Title: \_\_\_\_\_ New Job Class: \_\_\_\_\_  
 Reason: \_\_\_\_\_      Reason: \_\_\_\_\_

\* Codes:            1=Exempt            2=Non Exempt            3=Exempt Tenure            4=Tenure Track            5=Exempt Non Tenure Track

_____ Date	_____ Date
Department Chair / Project Director	Position Control Officer
_____ Date	_____ Date
Sponsored Programs/Title III Director	Vice President for Business and Finance <i>(Refer to Approval Limit Schedule)</i>
_____ Date	_____ Date
Executive Staff / VP <i>(Refer to Approval Limit Schedule)</i>	President <i>(Refer to Approval Limit Schedule)</i>