



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.

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.

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

_____	_____
Department Chair / Project Director	Date
_____	_____
OSP /Title III / Private Grants Director	Date
_____	_____
Executive Staff / VP	Date
(Refer to Approval Limit Schedule)	
_____	_____
Position Control Officer	Date
_____	_____
Vice President for Business and Finance	Date
(Refer to Approval Limit Schedule)	
_____	_____
President	Date
(Refer to Approval Limit Schedule)	