

How to Complete an Employee Supervisor Change Position and Personnel Action (PPA) Form

Note: Submit PPAs separately instead of in a batch.

Section I Reason for Action:

- Select Supervisor Change.
- Enter the effective date of the change.

Section II Employee Information:

- Enter employee's banner number and name.
- Next, top row, enter the employee's current information and only on the second row under Supervisor/Position #, enter the new supervisor/position number and department/office/school.

Section III Salary and Source of Funds (Optional):

- Enter the employee's salary and source of funds.

Section IV Comments (Optional):

- Enter comments.

[Save and upload the PPA to Adobe Sign.](#)

Section V Approval:

Required signatures:

- Immediate/Department Supervisor
- New Supervisor
- Classification & Compensation (Sheila Wright Zeigler)- **(permanent employees only)**
- HRIS Specialist (Sharon Soles)

Note: Offices/Departments/Schools under Academic Affairs, follow the latest Academic Affairs Adobe Sign Routing.

See example on the next page.



SECTION I REASON FOR ACTION	Supervisor Change <input type="button" value="v"/>			
	Effective Date: 10/01/2024			
SECTION II EMPLOYEE INFORMATION	830XXXXXX Jane Doe			
	Banner ID	First	Middle	Last
	Current Position Title/Rank		Banner Position # (6-digits)	Supervisor/Position #
	Administrative Support		777777	John Smith/000999
	Requested Position Title/Rank		Banner Position # (6-digits)	Supervisor/Position #
			Jane Smith/000111	Registrar
SECTION III Salary and Source of Funds (FOAP)	Current Amount:		Recommended Amount:	
	Fund	Org	Acct	Prog
	Fund	Org	Acct	Prog
	Fund	Org	Acct	Prog
	Fund	Org	Acct	Prog
SECTION IV COMMENTS				
SECTION V APPROVAL	Approval Routing		Signature/Date	
	Immediate Supervisor or Department Chair		Signature required	
	New Supervisor (Supervisor Changes only)		Signature required	
	Appropriate Vice Chancellor or Dean			
	Provost and Sr. VC for Academic Affairs			
	Title III Office			
	Budget or Contract and Grants Office			
	Chancellor (if applicable)			
	Legal Affairs (if applicable)			
	Classification and Compensation		Sheila Wright Zeigler (Signature is required for supervisor change actions for permanent employees only)	
HRIS Specialist		Sharon Soles		

How to Complete an Employee Source of Funds Change Position and Personnel Action (PPA) Form

Note: Submit PPAs separately instead of in a batch.

Section I Reason for Action:

- Select Source of Funds Change.
- Enter the effective date of the change.

Section II Employee Information:

- Enter employee's banner number and name.
- Next, top row only, enter the employee's current information.

Section III Salary and Source of Funds:

- Enter the employee's salary and source of funds.

Section IV Comments (Optional):

- Enter comments.

[Save and upload the PPA to Adobe Sign.](#)

Section V Approval:

Required signatures:

- Immediate/Department Supervisor
- Appropriate Vice Chancellor
- Title III (if applicable)
- Budget and/or Contract and Grants Office
- HRIS Specialist (Sharon Soles)

Note: Offices/Departments/Schools under Academic Affairs, follow the latest Academic Affairs Adobe Sign Routing.

See example on the next page.

Position and Personnel Action Form-HRIS Unit
Supervisor/Source of Funds Change



SECTION I REASON FOR ACTION	Source of Funds Change <input type="button" value="v"/>			
	Effective Date: 10/01/2024			
SECTION II EMPLOYEE INFORMATION	830XXXXXX Jane Doe			
	Banner ID	First	Middle	Last
	Current Position Title/Rank	Banner Position # (6-digits)	Supervisor/Position #	Dept./College/School
	Administrative Support	777777	John Smith/000999	Registrar
	Requested Position Title/Rank	Banner Position # (6-digits)	Supervisor/Position #	Dept./College/School
SECTION III Salary and Source of Funds (FOAP)	Current Amount:		Recommended Amount:	
	Fund 1101	Org 444	Acct 21210	Prog 0101 100 %
	Fund	Org	Acct	Prog %
	Fund	Org	Acct	Prog %
SECTION IV COMMENTS				
SECTION V APPROVAL	Approval Routing		Signature/Date	
	Immediate Supervisor or Department Chair		Signature required	
	Appropriate Vice Chancellor or Dean		Signature required	
	Provost and Sr. VC for Academic Affairs			
	Title III Office		Signature required (if applicable)	
	Budget or Contract and Grants Office		Signature required	
	Chancellor (if applicable)			
	Legal Affairs (if applicable)			
	Classification and Compensation		Sheila Wright Zeigler	
	HRIS Specialist		Sharon Soles Signature required	