

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



SECTION I REASON FOR ACTION	Please Select Action			
	Effective Date:			
SECTION II EMPLOYEE INFORMATION				
	Banner ID	First	Middle	Last
	Current Position Title/Rank	Banner Position # (6-digits)	Supervisor/Position #	Dept./College/School
	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	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			
	New Supervisor (Supervisor Changes only)			
	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		