

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



|  |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|--|---|------------------------------------|-----------------------|----------------------|------------------|--|----------------|---|--|--|--|--|--|--|--|--|------------------|--|--|---|--|--|----------------------------|--|--|-------------------------------|--|--|------------------------------------|-----------------------|--|-----------------|--------------|--|
| <b>SECTION I<br/>REASON FOR<br/>ACTION</b>                       | Please Select Action  |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Effective Date:   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| <b>SECTION II<br/>EMPLOYEE<br/>INFORMATION</b>                   |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Banner ID   | First                              | Middle                | Last                 |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Current Position Title/Rank   | Banner<br>Position #<br>(6-digits) | Supervisor/Position # | Dept./College/School |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Requested Position Title/Rank   | Banner<br>Position #<br>(6-digits) | Supervisor/Position # | Dept./College/School |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| <b>SECTION III<br/>Salary and<br/>Source of<br/>Funds (FOAP)</b> | Current Amount:   |                                    | Recommended Amount:   |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Fund  | Org                                | Acct                  | Prog %               |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Fund  | Org                                | Acct                  | Prog %               |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
|  | Fund  | Org                                | Acct                  | Prog %               |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| <b>SECTION IV<br/>COMMENTS</b>                                   | <div style="border: 1px solid black; height: 40px; width: 100%;"></div>   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| <b>SECTION V<br/>APPROVAL</b>                                    | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">Approval Routing</td> <td style="width:30%;"></td> <td style="width:30%;">Signature/Date</td> </tr> <tr> <td>Immediate Supervisor or<br/>Department Chair</td> <td></td> <td></td> </tr> <tr> <td>Appropriate Vice Chancellor or<br/>Dean</td> <td></td> <td></td> </tr> <tr> <td>Provost and Sr. VC for<br/>Academic Affairs</td> <td></td> <td></td> </tr> <tr> <td>Title III Office</td> <td></td> <td></td> </tr> <tr> <td>Budget or Contract and Grants<br/>Office</td> <td></td> <td></td> </tr> <tr> <td>Chancellor (if applicable)</td> <td></td> <td></td> </tr> <tr> <td>Legal Affairs (if applicable)</td> <td></td> <td></td> </tr> <tr> <td>Classification and<br/>Compensation</td> <td>Sheila Wright Zeigler</td> <td></td> </tr> <tr> <td>HRIS Specialist</td> <td>Sharon Soles</td> <td></td> </tr> </table> |                                    |                       |                      | Approval Routing |  | Signature/Date | Immediate Supervisor or<br>Department Chair |  |  | Appropriate Vice Chancellor or<br>Dean |  |  | Provost and Sr. VC for<br>Academic Affairs |  |  | Title III Office |  |  | Budget or Contract and Grants<br>Office |  |  | Chancellor (if applicable) |  |  | Legal Affairs (if applicable) |  |  | Classification and<br>Compensation | Sheila Wright Zeigler |  | HRIS Specialist | Sharon Soles |  |
| Approval Routing   |   | Signature/Date                     |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Immediate Supervisor or<br>Department Chair                      |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Appropriate Vice Chancellor or<br>Dean                           |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Provost and Sr. VC for<br>Academic Affairs                       |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Title III Office   |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Budget or Contract and Grants<br>Office                          |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Chancellor (if applicable)                                       |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Legal Affairs (if applicable)                                    |   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| Classification and<br>Compensation                               | Sheila Wright Zeigler   |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |
| HRIS Specialist  | Sharon Soles  |                                    |                       |                      |                  |  |                |   |  |  |  |  |  |  |  |  |                  |  |  |   |  |  |                            |  |  |                               |  |  |                                    |                       |  |                 |              |  |