



Job Code \_\_\_\_\_

**AUTHORIZATION FOR JOB STATUS CHANGE (CURRENT EMPLOYEE)**

**POSITION UNIT AND TITLE**

- FEA \_\_\_\_\_
- ESP \_\_\_\_\_
- FMC \_\_\_\_\_
- FTA \_\_\_\_\_
- FASA \_\_\_\_\_

- CE \_\_\_\_\_
- NON-UNIT \_\_\_\_\_
- HOURLY \_\_\_\_\_
- \* Position (\_\_\_\_\_)

Name: \_\_\_\_\_

BiTech \_\_\_\_\_

Previous Position \_\_\_\_\_

New Position \_\_\_\_\_

Reason for Vacancy:    New Position \_\_\_\_\_

Replacing (name) \_\_\_\_\_

Effective Date of Change \_\_\_\_\_

Previous Building \_\_\_\_\_

New Building \_\_\_\_\_

Previous Hours \_\_\_\_\_

New Hours \_\_\_\_\_

Days per week \_\_\_\_\_ Hours per day \_\_\_\_\_

Months/Days per year \_\_\_\_\_

Previous Rate of Pay \_\_\_\_\_

New Rate of Pay \_\_\_\_\_

Old Account # \_\_\_\_\_

New Account # \_\_\_\_\_

New PCN # \_\_\_\_\_

Signature \_\_\_\_\_  
Administrator/Supervisor

Date \_\_\_\_\_

_____ <b>Director, Human Resources</b>	_____ <b>Date</b>
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