



## POSITION DATA SHEET

### EMPLOYEE INFORMATION

Employee

Position

Worksite

FTE/Hours per day

Days per year

Start Date

### REQUIRED SIGNATURES

*Changes/requests are not final until required signatures are present and Human Resources notifies supervisor via email.*

Supervisor

Date

Director of Business Services

Date

Director of Human Resources

Date

### REASON FOR ACTION

☐ Filling a vacant position to replace

☐ Changing **existing** position with incumbent named at left

☐ Change position From  FTE/hrs  FTE/hrs

☐ Add premium pay ☐ Other

Effective date of change:

Account Code:

1  %

2  %

3  %

☐ Creating a new position

☐ Regular, ongoing position

☐ Temporary, limited term or sub position

Account Code:

1  %

2  %

3  %

☐ Administratively transferring employee to a different position

Current position:

Requesting transfer to:

Job title

Job title

Location

Location

FTE/Hrs/days /

FTE/Hrs/days /

Premium Pay: ☐ Y ☐ N

Premium Pay: ☐ Y ☐ N

☐ Adjust Salary Placement

From Lane

To Lane

From Step

To Step

### ADDITIONAL COMMENTS AND JUSTIFICATION FOR CHANGES

### For Human Resources Use Only

Salary Lane

Salary Step

Base Salary

Prem Pay

☐ Skyward

☐ ReadySub

Payroll date

Board date