

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

Employee Name _____ Banner ID _____
Supervisor's Name _____ Phone _____

CURRENT STATUS	CHANGED TO (NEW) STATUS
Class (Title) _____ Appointment type <input type="checkbox"/> Continuing <input type="checkbox"/> Temporary (not to exceed 3 mos.) <input type="checkbox"/> Extra Help (intermittent work) AND <input type="checkbox"/> Full-time OR <input type="checkbox"/> Part-time at _____ (e.g., .3333=33.33%) <input type="checkbox"/> Temp Assign Pay: _____ SM salary _____ OR BW Hrly rate _____ NBAJOBS position no: _____ Dept. Organization Code: _____ 1. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____ 2. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____ 3. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____	Class (Title) _____ Effective Date _____ End Date _____ Appointment type <input type="checkbox"/> Continuing <input type="checkbox"/> Temporary (not to exceed 3 mos.) <input type="checkbox"/> Extra Help (intermittent work) AND <input type="checkbox"/> Full-time OR <input type="checkbox"/> Part-time at _____ (e.g., .3333=33.33%) <input type="checkbox"/> Temp Assign Pay: _____ SM salary _____ OR BW Hrly rate _____ NBAJOBS position no: _____ Dept. Organization Code: _____ 1. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____ 2. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____ 3. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____
<u>OVERTIME ONLY</u> 4. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____ 5. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____	<u>OVERTIME ONLY</u> 4. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____ 5. AIS Acct Title: _____ Budget Purpose: _____ Labor Dist : _____

REASON FOR CHANGE:

Signature of Fiscal Officer _____ Date: _____
 Signature of Dean or Director _____ Date: _____
 Signature of Chancellor or Vice Chancellor _____ Date: _____

HUMAN RESOURCES OFFICER: _____ Date: _____
 CS Sys ID (also CS Posn Tr No.): N _____ CS Appt Type _____ CS Occ Code _____
 Posn Class Code: _____ E-Class _____ Job Progression _____
 Banner Position No – Employee Reassignment _____ Leave Category _____