



Personnel Change Request Form Outside of Budget Process

This form does not replace the annual budget request process. Complete this form to request any personnel change that may have a financial impact, including changes to position control, funding, days in calendar, number of hours, immediate position need, title changes, etc. A job description and anticipated funding (general budget, ESSER, state grant XYZ, etc.) are required before submitting.

Requestor Details		Request Date
Requestor		Effective Date of Change
New Position Title		Pay Grade
Location	Days in Calendar	Hours per Day
Position Group	Administrator	Certified
		Classified

Please select one of the following:

Existing Position replaced with different position (1 existing for 1 new)

Change to an existing position or position funding (Ex. 200 days to 220 days)

New Position (not budgeted)

Position Overlap ONLY Duration of Overlap (Ex. 2 weeks) _____

Number of positions needed (Ex. 3 full-time, 1 .5 part-time) _____

Reason for Personnel Change (Include how the position will be funded)

Anticipated Funding Type	General (GP)	Federal	Other _____
Duration of Position	Continuous	1 Year Only	Until Funds Expire

An approved job description is required and must be included with the request.

Department Chief Signature _____ Date _____

Business Affairs Review

	Existing Position Details	New Position or Change Details
Position Title		
Job Class		
Days in Calendar		
Location		
Pay Grade		
Hours per Day		
Funding		

CFO/Designee Signature _____ Date _____

Human Resources Review

Date Created:	PC#(s) Created:
PC#(s) Changed:	PC#(s) Replaced:
Comments:	

CHRO/Designee Signature _____ Date _____