

POSITION TRANSFER/UNIT NAME CHANGE FORM

Transfer of Funds ¹ : Yes No APPROVALS (signatures needed as appropriate)	Current Pos.#		New Pos#	FTE	Effective	Date	FY	
Reason for transfer/change: IO Unit Name	Current Titl	e			New Title			
FROM IO Unit Name	Incumbent				ocation		Date	
Unit Name	Reason for	transfer/c	hange:					
Location			FROM			<u>1</u>	<u>.0</u>	
Supervisor	Unit Name							
Fund Org Acct Program Fund Org Acct Prog Transfer of Funds ¹ : Yes No	Location							
Transfer of Funds1: Yes No APPROVALS (signatures needed as appropriate) No Initiating Administrator Date Senior VP for Academic Affairs, Senior VP for Administrative & Fiscal Services, Senior VP for Advancement & Community Engagement, and Senior VP for Student Affairs2 Date Budget Coordinator Date Chief Human Resources Officer Date Chief Human Resources Officer forwards the original to the Budget Office after approval. Onief Human Resources Officer retains one copy and sends copies to the Classification and Talent Acquisition units. If position is filled, Classification/Talent Acquisition attaches one copy with the incumbent's Personnel Action Form (PAF); both are forwarded to HRSTM Records for processing. Records does not need to be notified if vacant. Chief Human Resources Officer sends copy to the Office of Business Services. If you have any questions, please contact the Budget Office at ext. 7-7292 and HRSTM at ext. 7-7206. R USE ONLY: Campus/Location Change Org/Dept Change Job FOAP Change	Supervisor _							
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