

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE
OFFICE OF HUMAN RESOURCES
REQUEST FOR CHANGE OF STATUS

BUDGET CHANGES

**NOTE: PLEASE ENTER THE UPDATED INFORMATION THAT
THE EMPLOYEE'S STATUS IS CHANGING TO (FROM
INFORMATION NO LONGER REQUIRED)**

NAME _____ BANNER ID _____

FUND NUMBER CHANGE TO _____ ORG NUMBER CHANGE TO _____

ACCOUNT NUMBER CHANGE TO _____ PROGRAM NUMBER CHANGE TO _____

POSITION NUMBER CHANGE TO _____ TITLE CHANGE TO _____

FACULTY/PROFESSIONAL/STAFF

ADJUNCT FACULTY

TEMPORARY / WORKSTUDY / STUDENT HELP

SALARY CHANGE TO _____ TOTAL SUM
IF A TOTAL SUM,
HOW MANY
PAYMENTS? _____

BEGIN DATE OF CHANGE _____ END DATE OF CHANGE _____

REASON FOR CHANGE _____

APPROVAL

DEPARTMENT HEAD/DIRECTOR DATE

HUMAN RESOURCES/AFFIRMATIVE ACTION DATE

DEAN/EXECUTIVE DIRECTOR DATE
(if applicable)

VICE PRESIDENT / DIVISION HEAD DATE

PRESIDENT (direct reports only) DATE

BUDGETING OFFICE DATE

PROCESSING

HR DATE

PAYROLL DATE

SIGNATURES NEEDED FOR “REQUEST FOR CHANGE OF STATUS” FORM

Approval – Not all signatures are required. Required signatures will be dependent on the administrative level initiating the request.

FOR EXAMPLE:

1. If initiated by a Director, signatures will be required by the appropriate Executive Director or Dean, the appropriate Vice-President, Budgeting Office, and Human Resources / Affirmative Action.
2. If initiated by a Department Head, signatures will be required by the appropriate Dean, the appropriate Vice-President, Budgeting Office, and Human Resources / Affirmative Action.
3. If initiated by a Dean, signatures will be required by the appropriate Vice President, Budgeting Office, and Human Resources / Affirmative Action.
4. If initiated by an Executive Director, signatures will be required by the appropriate Vice-President, Budgeting Office, and Human Resources / Affirmative Action.
5. If initiated by a Vice-President signatures will be required by the President, Budgeting Office, and Human Resources / Affirmative Action.

A signature from the President is required ONLY when initiated by a direct report.