



State Affiliated Corporation

Prepared by: _____
Extension: _____ Date: _____

Comments section with a large empty box for text entry.

Employee Information section with fields for Employee myWSU ID#, Name (Last, First, M.I.), and Grade/Step.

Reason Codes

Current Status:

Current Status table with columns for University Support Staff (Exempt/Non-Exempt, Probationary/Temporary/Regular) and Unclassified Professional (Exempt/Non-Exempt, Professional/Instruction), including fields for Org. No., Position No., and FTE.

New Status:

Effective Date: _____

Permanent Change Temporary Change

New Status table, identical in structure to the Current Status table, with an additional Effective Date field.

Required Signatures:

Budget Review Officer: _____ Date _____
University Budget Director: _____ Date _____
President/Vice President: _____ Date _____

BANNER APPROVED FUNDING - UNIV. BUDGET OFFICE ONLY: FTE: _____ PClass: _____ EClass: _____

Table with 6 columns: Position, Fund, Organization, Account, Amount, % FTE.