

"Reports To" Field Change

When all other position data remains the same and only the "Reports To" (supervisor) field changes (e.g. Reorganizations, retirements, etc.) then complete this form and hit **SUBMIT** at the bottom to email the form to the Budget Office

INCUMBENT'S POSITION NUMBER	INCUMBENT'S NAME	INCUMBENT'S DEPARTMENT ID

PREVIOUS "REPORTS TO" (supervisor) POSITION NUMBER	PREVIOUS "REPORTS TO" (supervisor) NAME

NEW "REPORTS TO" (supervisor) POSITION NUMBER	NEW "REPORTS TO" (supervisor) NAME

Effective Date of Change:	<input type="text"/>
Contact Person's Extension:	<input type="text"/>
Contact Person's Name:	<input type="text"/>

For Budget Office Use Only	
Budget Approval Signature and Date:	<input type="text"/>
Date Department Notified:	<input type="text"/>
Date Human Resources Notified:	<input type="text"/>

Internet Explorer users – Complete form and hit submit button or save and hit submit button.
Firefox/Chrome users – Must use Acrobat Reader to submit form or save and hit submit button.