



Please Note: If information from Workday is required during completion of this form, the link below must be used to access the system. Failure to use this link may result in an "Unknown Error" during submission and form data will be lost.



This form is used when a current full-time employee's job details are changing. This could be a promotion, demotion, lateral/reclassification, or change to other position details. If the only change is to compensation (including Cost Center or Pay Account), the Request Compensation form should be used.

For additional information on completing this form, please see the [Manager Form Instructions - Change Employee's Full-Time Job](#). You can also hover your cursor over the fields below for additional details.

REQUEST TO CHANGE JOB - FULL-TIME

CHANGE EMPLOYEE'S FULL-TIME JOB

Requestor Information

Manager : *

User ID
(abc123) : *

Requests
(Single or
Multiple) : * Single

Work Unit : * Select...

Subject (Key
Word/Tag) :

Effective
date (If
Multiple,
indicate



earliest) : *

Supervisory

Org ID : *

Employee Information

First Name :

*

Last Name :

*

9-Digit PSU

ID # : *

**Current
Position Title
(Job to be
Changed) : ***

**Employee
Type : ***

Select...

Change Details

**Reason for
Request : ***

Select...

**New
Manager
Name :**

Access ID :

**New
Supervisory
Org ID :**

Location :

Select...

**Job Profile
Code :**

**Work Mailing
Address (Rm
Bldg
Name) :**

City :

State :

Zip Code :

**Work Space
(Campus**

Building) : *

Work Phone : *

Scheduled Weekly Hours :

Cost Center (Home Budget) :

Position Type : Select...

Pre-Pay : No

Pay Account :

Pay Amount :

Pay Type : * Select...

New Appointment End Date :



Reduced Schedule Appointment? (If yes, indicate either Months off or Weekly Reduced Hours below) : Select...

Total Number of Hours Worked per Week :

Months Not Worked :

Explanation :

[Background Screenings and Compliance Designations](#)

Please complete this section if a change in responsibilities require additional background screening(s) and/or compliance designation(s). Please use the [Compliance Designation Tool](#) to determine which screenings and designations are required. For more information on background screening requirements, please see [Background Check Process \(HR99\)](#). For more information and definitions for the various background screenings and compliance

designations, please see [Background Screenings and Compliance Designations](#).

Please check the appropriate boxes below for any background screenings and designations needed, based on the results indicated by the Compliance Designation Tool:

Applicable Background Screening Package
*(Required: Must Choose 1) : **

Select...

Additional Background Screening(s) Needed
(Select "Yes" for all that apply) :

Education : No

Motor Vehicle Check : No

Credit Check : No

National Sex Offender Registry Verification : No

Authorized Adult : No

Authorized Adult - NSOR : No

Applicable Compliance Designations
(Select "Yes" for all that apply) :

Campus Security Authority (CSA) : No

CSA/Clery Exempt : No

Title IX Confidential Employee : No

Motor : No

Vehicle :

**Other
required
verifications,
based on job
requirements
:**

Attestation :

**By checking
this box, I
attest that I
have used the
Compliance
Designation
Tool to
determine the
appropriate
background
screenings/clearances
and
designations
required for
this position.
: ***

Comments

Attachments

Add files...

Submit Request



PennState

[Directory](#) | [Human Resources](#) | [IT Help Desk](#) | [Payroll](#)
[Privacy and Legal Statements](#) | [Copyright Information](#) | [Accessibility](#) | [Hotlines](#)

The Pennsylvania State University ©2020