



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 to change a part-time employee's current job details. This could be transferring to another unit (internal to unit, other than a job bid), changing job profiles, etc. 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 Part-Time Job](#). You can also hover your cursor over the fields below for additional details.

REQUEST TO CHANGE JOB - PART-TIME

CHANGE EMPLOYEE'S PART-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 : *

Individual Information

First Name :

Last Name :
*

9-Digit PSU
ID # : *

Current Title
: *

Individual
Type : *

Change Details

New Appointment End Date :

Reason : *

New Location (if applicable) :

Part-time Job Information

Profile Code :

Title
(required if
non-exempt)
:

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

City :

State :

Zip Code :

Work Space
(Campus
Building) : *

Office Phone
: *

Scheduled
Weekly
Hours :

Pay Information

Cost Center
(Home
Budget) :

IBIS Project
Field (non-
exempt) :

Pre Pay : No

Pay Account
:

Pay Amount
:

Pay Type : Select...

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 Vehicle :	No

**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.
: *

Approvals

Approvals Received (By checking this box and submitting this form, you are acknowledging that any required departmental approvals have been received) : *

Comments

Attachments

Add files...

Submit Request



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