Classified

OHR 100/Request to Fill

*OHR 200/Change of Status
(Internal Hires)

OHR 300/Appointment
(External Hires)

Classified State Temps

OHR 100/Request to Fill

*OHR 200/Change of Status
(to end appointment)

OHR 300/Appointment

Classified State Temp to Regular

*OHR 200/Change of Status
(terminating department)

OHR 300/Appointment
(hiring department)

Agency Temp


*OHR 200/Change of Status Forms:
- Hiring department should complete for internal hires (i.e. demotions, transfers, promotions). An OHR 300/Appointment form is not needed.
- Current department uses for termination from WSU regular or temp position, demotions, transfers, retirement, name change, reclassification, FTE changes, title changes, provisional to regular, funding change, etc. within department.

**Research Forms -- Hiring depts. should submit rough draft to the Research Administration Office, Box #7. Research forms will be completed by Linda Hager, ext. 5818. (to be completed for positions that are partially or totally grant funded, contract funded or research)