



State Affiliated Corporation

Prepared by: Extension: Date:

Comments Reason Code:

Employee Information myWSU ID# Name: Last First M.I.

Current Status:

Classified/Unclassified status form with fields for Exempt, Regular, Faculty, Professional, Instruction, Length of Appointment, Grade/Step, Hourly/Other Amt., Org. No., Organization Name, GU, RU, Fund#, Position No., Position Title, FTE, Stop Date.

New Status:

Effective Date:

New Status/Effective Date form with fields for Exempt, Regular, Faculty, Professional, Instruction, Length of Appointment, Grade/Step, Hourly/Other Amt., Org. No., Organization Name, GU, RU, Fund#, Position No., Position Title, FTE, Stop Date.

Required Signatures:

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

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

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

Banner Forms Completed: POSN PBUD JOBS

Budget Office Distribution: Human Resources - Original, Budget Officer - Canary, Budget Review Officer - Blue, University Budget Office - Pink, President/Vice President - Tan, EEO Office - Green, Payroll - Lilac