



State Affiliated Corporation

Prepared by: Project Director:

Extension: Date:

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

Comments: Reason Code:

Current Status:

Current Status form with Classified/Unclassified options, Exempt/Non-Exempt, 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 form with Classified/Unclassified options, Exempt/Non-Exempt, 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:

Office of Research Administration: Dean: University Budget Director: President/Vice President: Date:

BANNER APPROVED FUNDING - UNIVERSITY BUDGET OFFICE ONLY FTE: PClass: EClass:

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

Banner Forms Completed: POSN PBUD JOBS