

White Human Resources
 Green Position Control
 Canary President's Office
 Pink Department Head / Project Director
 Golden Rod Payroll



MISSISSIPPI VALLEY STATE
 UNIVERSITY™

APPOINTMENT AND CHANGE OF STATUS

PC05 (SF)

Name: _____ Identification # _____
 Position: _____ Race/Ethnicity: _____
 Job Class: _____ Citizenship: _____ Gender: _____ Exempt Status _____

CHANGE IN COMPENSATION INCREASE DECREASE (ATTACH NARRATIVE / DOCUMENTATION)

Department Name: _____ Banner Org.#: _____ Fund #: _____ Page: _____ Line: _____ From: _____ To: _____ Full Time _____ Part Time _____ % Student _____ Annual Salary : _____ Total Pay: _____ 12 mo. 10mo. 9mo. One time Pay Monthly Salary Rate: _____ Wage Rate: _____/hr.	Department Name: _____ Banner Org.#: _____ Fund #: _____ Page: _____ Line: _____ From: _____ To: _____ Full Time _____ Part Time _____ % Student _____ Annual Salary : _____ Total Pay: _____ 12 mo. 10mo. 9mo. One time Pay Monthly Salary Rate: _____ Wage Rate: _____/hr.
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LEAVE OF ABSENCE

Beginning: _____ Ending: _____ Reason: _____ Return from Leave: _____

CHANGE OF TITLE PROMOTION (ATTACH NARRATIVE)

Current Title: _____ Job Class: _____ New Title: _____ New Job Class: _____

TRANSFER

From Department: _____ Current Title: _____ Job Class: _____ Reason: _____	To Department: _____ New Title: _____ New Job Class: _____ Reason: _____
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SEPARATION

Resigned: _____ Retired: _____ Discharged: _____ Reason: _____
 Notice of : _____ days given by _____ Employer _____ Employee _____ Last day of service: _____ Days of leave of which terminal leave pay authorized: _____

* Codes: 1=Exempt 2=Non Exempt 3=Exempt Tenure 4=Tenure Track 5=Exempt Non Tenure Track

_____ Date Department Chair / Project Director	_____ Date Position Control Officer
_____ Date OSP /Title III / Private Grants Director	_____ Date Vice President for Business and Finance <i>(Refer to Approval Limit Schedule)</i>
_____ Date Executive Staff / VP <i>(Refer to Approval Limit Schedule)</i>	_____ Date President <i>(Refer to Approval Limit Schedule)</i>