



PROMOTION/TRANSFER/TITLE CHANGE
REQUEST FOR PERSONNEL ACTION (RPA)

Employee Name:	B#:
<p>1. Check applicable: <input type="checkbox"/> PROMOTION <input type="checkbox"/> TRANSFER <input type="checkbox"/> TITLE CHANGE</p> <p>2. Enter the date on which access to prior position BANNER access is to be revoked: _____</p> <p>3. Attach a copy of the appointment letter for promotions or transfers.</p> <p>4. Enter the effective date of this action: _____</p>	

	FROM:	TO:
Department		
Position #		
Job Title		
FTE		
Rate of Pay		
Labor Distribution		

Check applicable classification of employment of new position:

WITH BENEFITS

Full-Time Regular (employees work 40 hours per week on a regular basis)

Part-Time Regular (employees work between 24 and 39 hours per week on a regular basis)

WITHOUT BENEFITS

Part-Time Regular (employees work less than 24 hours per week on a regular basis)

Temporary (employees complete a specific project within a limited period of time, generally no longer than 6 months, with the understanding that this employment will be terminated upon completion of the assignment)

Substitute (employees work on a substitute basis, as needed, because of the absence of a regular-status employee. Hours of work may vary each week)

AUTHORIZATION:

Supervisor _____

Other(if applicable) _____

AC Member _____

FOR PAYROLL USE ONLY

Eclass: _____

Position Pay Grade: _____

Send Original of this RPA to CPO 2189. Thank you.