Job Change (with a Position)

Employee Name:	Empl ID:	Empl Rcd#:
Business Unit:	Department:	

Note: If there are multiple changes with different Actions/Reasons on the same date, use multiple forms noting the Effective Sequence.

Work Location

Effective Date: mm/dd/yyyy Effective Sequence: 0, 1, 2, etc.

Action: Reason:

Expected Job End Date: mm/dd/yyyy Expected Return Date: mm/dd/yyyy

Position Number:

Job Information

Seasonal? Number of Months: Officer Code:

UWC/UWEX Program Area:

Compensation

Frequency:

Pay Components

Amounts ▸ Rate Code: Comp Rate:

Changes ▸ Rate Code: Change Amount:

UW Custom Data

Probation

Probation Type: Probation End Date: mm/dd/yyyy

Rate Exceptions Additional

◯ Under Min ◯ Over Max Working Title:

Encumbrances

Year: Session:

Job Change (with a Position)

Employee Name: Empl ID: Empl Rcd#:

Business Unit: Department:

UW Benefits

Benefits Intention:		Rehired Annuitant:	
Previous WRS State Service:		Visiting from Other Institution:	
Previous WRS Local Service:		Work Out of State Required:	

Employment Data

Criminal Background Check Date: mm/dd/yyyy

☐ Accrue Tenure Services

FTE for Flex Service Accrual: 0.000000

Name: Signature: Date: mm/dd/yyyy

For Office Use Only

Update Completed for Empl ID: Empl Rcd#:

Processed By: Date: