

Job Change (without 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:	<input type="text"/>	mm/dd/yyyy	Effective Sequence:	<input type="text"/>	0, 1, 2, etc.
Action:	<input type="text"/>		Reason:	<input type="text"/>	
Expected Job End Date:	<input type="text"/>	mm/dd/yyyy	Expected Return Date:	<input type="text"/>	mm/dd/yyyy
Business Unit:	<input type="text"/>				
Department:	<input type="text"/>				
Location:	<input type="text"/>				

Job Information

Job Code:	<input type="text"/>	Title Description:	<input type="text"/>		
Seasonal?	<input type="text"/>	Number of Months:	<input type="text"/>	Full/Part Time:	<input type="text"/>
Empl Class:	<input type="text"/>	Officer Code:	<input type="text"/>		
UWC/UWEX Program Area:	<input type="text"/>		Pay Basis:	<input type="text"/>	
Standard Hours:	<input type="text"/>	00.00			
FTE:	<input type="text"/>	0.000000			

Compensation

Frequency:	<input type="text"/>				
Pay Components - Amounts					
Rate Code:	<input type="text"/>	Comp Rate:	<input type="text"/>		
Pay Components - Amounts					
Rate Code:	<input type="text"/>	Change Amount:	<input type="text"/>		

Job Change (without a Position)

Employee Name:

Empl ID:

Empl Rcd#:

Business Unit:

Department:

UW Custom Data

Continuity Status Information

Continuity:

Probation

Probation Type:

Probation End Date: mm/dd/yyyy

Rate Exceptions

Under Min Over Max

Additional

Working Title:

Encumbrances

Year: Session:

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

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: _____