



State Affiliated Corporation

Prepared by: _____
Extension: _____ Date: _____

Comments section with a large empty box for text entry.

Employee Information section with fields for Employee myWSU ID#, Name (Last, First, M.I.), and other details.

Reason Codes

Current Status:

Current Status table with columns for University Support Staff, Faculty, and Unclassified Professional. Includes fields for Exempt/Non-Exempt status, Grade/Step, Hourly/Other Amt., Org. No., Organization Name, GU, RU, Employee's Supv. and WSU ID#, Fund#, Position No., Position Title, FTE, and Stop Date.

New Status:

Effective Date: _____

Permanent Change Temporary Change

New Status table with columns for University Support Staff, Faculty, and Unclassified Professional. Includes fields for Exempt/Non-Exempt status, Grade/Step, Hourly/Other Amt., Org. No., Organization Name, GU, RU, Employee's Supv. and WSU ID#, Fund #, Position No., Position Title, FTE, and Stop Date.

Required Signatures:

Budget Review Officer: _____ Date: _____
Dean/Senior Dept Leader (proxy not permitted): _____ Date: _____
Human Resources (review only): _____ Date: _____
Budget Office: _____ Date: _____
Divisional Officer: _____ Date: _____

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