

Wilberforce University

Request for Change

Please type or print all requests.

Date of request: _____ Requestor: _____
Date request received in HR: _____
Name: _____ Supervisor's Name: _____
Position Title: _____ Dean's Signature: _____
Department: _____

If request is for a faculty position please answer the following:

Will the faculty have tenure? Yes _____ No _____
What is the rank: Adjunct ___ Instructor ___ Asst. Prof. ___ Professor ___
Please indicate the change in title:
If change is in salary, please indicate if this is a change in salary or an additional amount:

Classes Taught w/Credit and Contact Hrs:

Is this a salary change, is this an additional amount or a change in salary?

If this change is for a current employee please indicate their current salary:

If this is a change to a grant position, is a letter of approval from supervisor indicating the time requirements/allocations for both grant and current positions attached? Approval attached: (circle one) Yes _____ No _____

If this change is regarding a position/function is covered by multiple employees, is the manpower requirements analysis attached? (circle one)

Will this change require computer or internet access for the employee? (circle one) Yes _____ No _____

Will this change require the employee to drive a University vehicle? (circle one) Yes _____ No _____

Financial Information

If the employee will be paid from more than one account number please indicate in the space provided. (The account number has fourteen digits)

Salary: _____ Department No. _____ Account No. _____

Proposed Start Date: _____ Start Date: _____ End Date: _____

Salary: _____ Department No. _____ Account No. _____

Proposed Start Date: _____ Start Date: _____ End Date: _____

Salary: _____ Department No. _____ Account No. _____

Proposed Start Date: _____ Start Date: _____ End Date: _____

Totals: _____

APPROVALS:

Division Vice President Date

Human Resources Date

Controller Date

Vice President Admin & Financial Affairs Date

President/President's Office Date

Special Instructions