Division of Human Resources
& Organizational Effectiveness

Approval Form for Promotion or Transfer
Staff and Temporary/Casual Positions Only – Not Through Requisitions

Employee Name _____ Employee UIN _____
Current Supervisor _____ Employee Type _____
Employee's Current Position ID (PIN) & Job Profile _____
Proposed Job Profile _____ Proposed Monthly/Hourly Rate _____
Proposed Business Title _____ Proposed Effective Date _____
Costing Allocation _____

◯ Yes ◯ No Will the employee stay in the same pin? *If No, list new pin and job profile*_____

◯ Yes ◯ No Will the employee's supervisor change? *If Yes, list new supervisor* _____

◯ Yes ◯ No If the employee is currently a supervisor, will their subordinates move with them?

◯ Yes ◯ No Will the employee become a supervisor*?*

◯ Yes ◯ No Does a new supervisory organization need to be created in Workday? *If Yes, attach proposed organizational chart.*

◯ Yes ◯ No Has the employee been in their current position for 3 or more months? *If No, approval from the University President or designee is required.*

Required Attachments (If Needed)

☐ Proposed Organizational Chart ☐ Signed 3-month Exception Memo

Internal Justification for Action (1000 character limit below - attach additional pages as needed)

Approval and Review Signatures

By signing below, the individual attest that the information on this form is accurate and in compliance with University rules, procedures, and guidelines.

	Print Name	Signature	Date
Immediate Supervisor			
Finance Review			
HROE HUB Review			
Department Head Approval			
Dean/Vice President Approval (or designee) as needed			
VP-HROE/VP-R Approval (or designee) as needed			
Executive VP and Provost (or designee) as needed			
Additional Approval (as needed)			