**SAP R/3 PBR:** ZHR\_PB\_RPT
**SAP B/W PBR:** ZHR\_ZPACP\_MP1\_Q001

**FY:**       **Effective Date:**

**CURRENT POSITION INFORMATION**

**Org Unit #:**       **Org Unit Name:**

**Position #:**       **Position Name:**

**Employee #:**       **Employee Name:**

**Budget/Salary:**       **Work Week Hours:**       ( 0 hours/year) **FTE:** 0.00%

**REASON FOR CHANGE**

[ ]  Classification of Pay Grade    95% Midpoint Pay Scale Salary

[ ]  Reclassification FROM Pay Grade    95% of Midpoint Salary

 TO Pay Grade    95% of Midpoint Salary       Difference $ 0

[ ]  In-Scale Pay Adjustment (Equity) from annual salary       to       Difference $ 0

[ ]  Change in Work Week Hours (FTE) from       (0.00%) to       (0.00%)

[ ]  Other (Explain):

**FUNDING SOURCE/ALLOCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funds****Center** | **Commitment****Item** | **Delimited****Position #** | **Current****Budget** | **New****Budget** | **Increase/****(Decrease)** |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |
|       |       |       | $        | $        | $ 0 |

**NOTES/COMMENTS**

**APPROVALS**

Department (6-Digit Node):

 Type Name & Signature Date

Dean (4-Digit Node):

 Type Name & Signature Date

Division (2-Digit Node):

 Type Name & Signature Date

Budget Office:

 Budget Transfer Process & Doc # Type Name & Signature Date