**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