

**REPORTING STRUCTURE CHANGE FORM\***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Last Name:** | Click here to enter text. | | **First Name:** | | Click here to enter text. | |
| **Employee Banner #:** | Click here to enter text. | | **Title:** | Click here to enter text. | | |
| **Previous Supervisor:** | Click here to enter text. | | **Title:** | Click here to enter text. | | |
| **New Supervisor:** | Click here to enter text. | | **Title:** | Click here to enter text. | | |
| **Effective Date of Change:** | Click here to enter a date. | |  | | | |
| **Reason for Change:** | Click here to enter text. | | | | | |
|  |  | | | | | |
| **Signed by:**  **Previous Supervisor:** |  | | **Date:** |  | | |
| **New Supervisor:** |  | | **Date:** |  | | |
| **Dean/Director/Vice President:** |  | | **Date:** |  | | |
|  |  | |  | |  | |
| **\*For use when Reporting Structure changes without any other Personnel Action i.e., title change, promotion, transfer, demotion, reclassification., in which case a Personnel Action Form must be completed.**  **HR OFFICE USE ONLY** | | | | | | |
| **Employee Position #** |  | **New Supervisor Position #** | | | |  |
| * **NBAPOSN change date/initials:** |  | **Office of HR Date Received Stamp:** | | | |  |
| * **Webtime Entry** * **Banner Org Security** * **Memo to Employee, date sent:** |  |  | | | |  |

HR-051