

**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