

College of Saint Benedict
Order of Saint Benedict

Conducting Saint John's Abbey, University, Preparatory School and The Liturgical Press

OSB:

CSB:

Coordinate Position

EMPLOYEE RECORDS CHANGE AUTHORIZATION

Employee Name _____ Department _____

Requested Change:

Promotion	Salary Increase
FTE Change	Department Transfer
Job Enlargement	Demotion
Job Title Change	Other _____

Requested Change	From	To	Effective Date
Title Change			
FTE			
Salary			
Salary Account Number			
Fringe Account Number			
Department			
HR Position Class			
Benefit Eligibility			
Status: ex. (Admin to Support) (Support to Admin)			

Remarks:

Supervisor **Date**

CSB/OSB Budget Officer **Date**

Department Head **Date**

Human Resources **Date**

CSB/OSB Vice President/Provost **Date**

Dates (For HR use only)
 Current Hire _____ Adj. Serv _____ Seniority Date _____