

Classified/University/Wage Position Request

The College of William and Mary/VIMS

Supv Name:	Time Sheet Approver Name:	Position Type
Supv Pos # :	Time Sheet Approver Pos # :	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Wage

Type of Position Action <input type="checkbox"/> Establish New Position <input type="checkbox"/> Advertise and Fill Position <input type="checkbox"/> Role Change-Vacant Position <input type="checkbox"/> Funding Change <input type="checkbox"/> Abolish Position <input type="checkbox"/> Other: _____	Department Name Approved Budgeted Salary \$ _____	Banner Home Organization Time Sheet Org:
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POSITION ATTRIBUTES

Attribute	Present	Proposed
Position Number		
Role Title		
Internal Title		
Role Code		
Incumbent Name		
Position End Date		Effective Date
Pay Band		
Employment Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (hrs/wk: _____)	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (hrs/wk: _____)
Permanent/Restricted	<input type="checkbox"/> Permanent <input type="checkbox"/> Restricted	<input type="checkbox"/> Permanent <input type="checkbox"/> Restricted
FLSA Status	<input type="checkbox"/> Exempt (N) <input type="checkbox"/> Non-Exempt (Y)	<input type="checkbox"/> Exempt (N) <input type="checkbox"/> Non-Exempt (Y)

COMPENSATION/LABOR DISTRIBUTION	PMIS FUNDING SOURCES
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Index	Account	Percent	Program/Sub Program	Fund	Percent

FOR HUMAN RESOURCES USE ONLY

NOC:	SOC:
W&M - APPROVALS	VIMS - APPROVALS
Supervisor/Dept. Head:	Supervisor:
Date:	Date:
Dean/Vice President:	Dept. Head/PI:
Date:	Date:
Provost:	Sponsored Programs:
Date:	Date:
Manager of Finance:	Manager, Planning & Budget:
Date:	Date:
VP Administration:	Director, Planning & Budget:
Date:	Date:
I-9:	Dean/Director:
Date:	Date:
Compensation:	Banner: PMIS:
Date:	