

Employer: W&M VIMS	Banner ID # :	Date:		
	Employee Name:	Last	First	Middle
POSITION ASSIGNMENT DATA				
Effective Date	Home Org	Position Action <input type="checkbox"/> Establish Position <input type="checkbox"/> Funding Change <input type="checkbox"/> Change in Rank/Title <input type="checkbox"/> Abolish Position <input type="checkbox"/> Other: _____		
First Day Worked (may be different than effective date)	Department			
Position Title/Rank		Position Number	Class Code	
COMPENSATION/LABOR DISTRIBUTION				
Index	Account		Percent	
Term	Academic Year		Employee Action	
Fall Semester 20_____	20 ____		<input type="checkbox"/> Original Appointment <input type="checkbox"/> Rehire <input type="checkbox"/> Salary/Rate Adjustment <input type="checkbox"/> Change in Term <input type="checkbox"/> Additional Assignment <input type="checkbox"/> Other: _____	
Spring Semester 20_____	Other: Begin ____			
Credit Hours _____	End ____			
Semi-Monthly Rate	Total Salary	# Pay Periods		
APPROVALS				
Dept Head:	Date:	Finance:	Date:	
Dean/VP	Date:	Banner	Date:	
19 completed date & initial:	Date	19 verified date & initial:		