



Reports-To Supervisor Change Request Form

Instructions: Please use one form per person hired into a position. Complete this form and submit to Budget Services at budget-services-list@westga.edu when you plan to make an organizational structure change to a position’s “Reports To” Supervisor. Please see examples of common changes below:

- My department is reorganizing, and a position will now fall under a different supervisor.
- All employees hired into one position will begin reporting to a different position.
- A performance evaluation will now be completed by a different supervisor.

If your change does not fall under any of these examples, you may not need to change a Reports To Supervisor. For more information regarding your change, please refer to the “Reports To” section of Budget Services website (westga.edu/budget, navigate to Budget Management Tools > Position Management Tools).

Employee Name: _____ **Employee ID Number:** _____

Position Number: 100 _____

Effective Date of Change: _____

(Must be the first day of a future pay period. If the pay period has already started, we will use the first day of the next pay period. Please visit Payroll’s website to view payroll schedule.)

Department ID Number: _____ **Contact Email:** _____

Current Supervisor Name: _____ **Position Number:** 100 _____

New Supervisor Name: _____ **Position Number:** 100 _____

Will the Time Approver be different than the Reports To? Yes No

(If yes, please also submit a Time Approver Change Form to Payroll. For a copy of the Time Approver Change Form, please visit Human Resources website. If you have any questions, please contact Payroll at payroll@westga.edu)

Certification: I have reviewed the above changes and certify that I agree to assume the indicated supervisory responsibilities for the employees listed above. I certify that my scope of work and job description includes the supervision of employees and other duties assigned to me via this change. I certify the employee has also been informed of this change.

Current Supervisor Signature / Date

New Supervisor Signature / Date

HR Updated: (Initials)			Budget Office Updated:			
_____	_____	_____	<input type="checkbox"/>	_____	_____	_____
PY	PA	DocM	Refresh Position	Initials	Date	Pay Group

Please submit completed forms to Budget Services at budget-services-list@westga.edu