

Research Pro Tempore to Career Reclassification Form

Please include this form when you submit a *research* pro tem to career reclassification via MyTrack if you are changing anything beyond classification.

Employee Name

Employee ID#

Position Title *Please only fill out this section if you are changing/correcting the position title beyond removing "pro tem"*

Current Title

New Title

Position Budget

If you've changed these fields in the PD please include those changes here. If you did NOT change those field on the PD, leave blank.

Index Account

Timesheet Org

Code

Percentage

Explanation

Salary Details

Yes

No

Are you changing this employee's salary as part of the reclassification from pro tem to career? If No, please proceed to next section

Current Salary

Requested Salary

I have attached a signed pay action form to the position description verifying that the new salary does not create an equity issue.

FTE Changes

Are you changing the employee's FTE as part of the reclassification process?

Yes

No

Current FTE

New FTE

Promotion Credit Request

This reclassification request includes credit towards promotion.

Yes

If YES, complete this [Smartsheet](#). Please attach this form to the Smartsheet along with documentation that the employee is meeting expectations.

Other Requested Changes

Please include any other changes you would like to request. For instance, if you would like us to review for a change in FLSA status, please indicate that here.

Your Name

Date