

FTE Approval Repurposing Request Form

Complete this portion if the request also involves **REPURPOSING** this position

Proposed New Title:		Admin/Staff/PT:	
Estimated New Salary:	\$	Prior Role Salary:	\$
Brief description of the new role:			
Brief justification for this change:			
How will the work being done by the former position be addressed and by whom?			

PROCEDURE

1. The requesting manager fills out this form.
2. The requesting manager provides the form to the Line VP for approval.
3. The Line VP takes the request to the President for approval.

If the request is approved:

- A. The President's Executive Assistant sends the form to the requesting manager and HR.
- B. When manager receives approval, they post the req. on Workday and attach the FTE form in step 7 in the job requisition process.
- C. The President's Executive Assistant approves the job requisition on Workday.
- D. HR posts the requisition on the job board.