

# FTE Approval Repurposing Request Form

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

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

**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.
4. The job description must be re-evaluated: send the job description to HR's Compensation Manager to have the profile grade reviewed.

*If the request is approved:*

- A. The President's Executive Assistant should be copied on the approval and will keep the approval on hand.
- B. When manager receives approval, & updated profile grade they post the requisition on Workday and attach the FTE form in step 7 in the job requisition process.
- C. HR Reviews and approves job requisition and it navigates though Workday to the President's Executive Assistant.
- D. The President's Executive Assistant approves the job requisition on Workday.
- E. HR posts the requisition on the job board.