

Reference number:  PA use only

Making changes to an

# EXISTING EMPLOYEE



FRESH ELP  
FORM B

Briefly explain what changes you would like to make:

Description:

Employee Name:

Site:  Position:

Select desired change:  New permanent schedule  New temporary schedule\*  Out of class assignment  Additional hours  Unfund the position  Other:

\*New temporary schedule requires employee to submit a Temporary Modified Position Request form in Informed K12.

Start date:  End date (when applicable):

Is admin aware and in support the change?  Yes  No Admin signature:  (if required)

If requesting a schedule change, fill in NEW schedule below:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday
Schedule:	Schedule:	Schedule:	Schedule:	Schedule:
<input type="text"/> - <input type="text"/> am/pm	<input type="text"/> - <input type="text"/> am/pm	<input type="text"/> - <input type="text"/> am/pm	<input type="text"/> - <input type="text"/> am/pm	<input type="text"/> - <input type="text"/> am/pm

How many hours per week will employee work under this new schedule?

If requesting additional hours, please complete section below:

How many additional hours would you like add:

Reason:

If temporarily working another position, please fill out section below: (out of class assignment)

Reason:

Out of class position:

Submitted by:

Name  Date  Phone

Project Specialist notes:

Date submitted to PA:

1. What is the PCN for the employee requiring a modification?
2. I have verified information is correct and the budget can afford the changes.  Yes  No
3. If requesting a Temporary Modified Position Request, the employee has submitted a Tmpr form in Informed K12. (Submit this form to AS)  Yes  No  N/A
4. If unfunding a position what is the effective date?

5. Other notes to the PA: