Reset a Form

POSITION DATA CHANGE WORKSHEET

State Form 53665 (6-08)

Date (*month, day, year*)

INSTRUCTIONS: This form is not to be utilized for normal comensation requests (i.e. above min, reclassification, etc). It is only intended to be utilized for the purpose of requesting: 1) Location Code Changes, 2) Department ID Changes, 3) Fund Center Changes, and/or 4) Reports to Changes.

Bus Unit	PCN	Incumbent	Merit / Non-Merit	FT / PT	Reg / Int / Temp	"Old" Reports To	"New" Reports To	"New" Dept ID	"New" Loc Code	"Old" Fund Center	"New" Fund Center	Effective Date

JUSTIFICATION FOR DEPARTMENT ID AND/OR LOCATION CODE CHANGES