**Request Reporting Change**

*Use:* To change the manager or supervisor of an employee

*Required Documentation:* N/A

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**Transfer Employee**

*Use:* To transfer an employee from one position to another position without a recruitment and transfer an employee from one department to another department

*Required Documentation:* Offer letter or Appointment Change Notification form

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**Promote Employee**

*Use:* To change an employee’s position and salary due to an internal promotion

*Required Documentation:* Class/Comp Request form, Offer letter or Appointment Change Notification form
**Request Ad Hoc Salary Change**

**Use:** To change an employee’s base compensation/salary

**Required Documentation:** *Staff & Administration:* Class/Comp form; *Faculty:* Out of Cycle Compensation Form; *OPS/Temporary:* Appointment Change Notification form or internal department documentation [If the increase is higher than $3/hour, Class/Comp Department approval is required (email, document with approval, etc.).]

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**Change Full/Part Time or Hours**

**Use:** To change an employee’s FTE or hours

**Required Documentation:** *With Salary Change:* Appointment Change Notification form or signed approval from the Unit Approver; *Without Salary Change:* Documentation is optional or Appointment Change Notification form
**Retire Employee**

**Use:** To retire a Faculty, Staff, or Administration employee from the university

**Required Documentation:** Letter of retirement

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**Terminate Employee**

**Use:** To terminate an employee from the university

**Required Documentation:** *Faculty, Staff, Administration:* Letter of resignation, non re-appointment letter, etc.; *OPS/Temporary:* N/A (best practice is to include the Appointment Change Notification form)

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**Demote Employee**

**Use:** To change an employee’s position and salary due to a demotion

**Required Documentation:** Class/Comp Request form, Offer letter or Appointment Change Notification form
**Update Job Details for Group**

**Use:** To change a group of employee’s department, work location, or supervisor.

**Required Documentation:** Documentation is optional or Appointment Change Notification form.

- Manager Or Delegate
- USF Health Faculty Affairs? (Dept 0-6*)
- Manager Or Delegate
- HR Liaison
- Unit Approver
- GEMS

- Attach Optional Documentation
- Yes
- Unit Approver
- GEMS
- No
- GEMS

USF Health Faculty Affairs? (Dept 0-6*)

GEMS