

Online supervisory reporting structure change form

*Please note, if you have a BECR,PCR or BES in progress, please wait until that is submitted and processed prior to requesting a supervisor change. These changes are made in Banner, and if you've provided the supervisor change on the other form, it will update in Banner, and then in Performance. Also, if a supervisor shares a position number with another individual, Performance forms default to whichever supervisor held the position number first.

Please provide the following information exactly as you would like to have it appear on Division supervisory reporting structure report.

Division: _____

Department: _____

Employee Information

* Name: _____

* Position #: _____

* Position Title: _____

* DUID: _____

OLD Supervisor Information *(leave blank if new hire or no previous supervisor)*

* Old Supervisor's Name: _____

* Old Supervisor's Position #: _____

* Old Supervisor's Position Title: _____

* Old Supervisor's DUID: _____

CURRENT / NEW Supervisor Information *(leave blank if employee is separating from an appointed position at the University)*

* Supervisor's Name: _____

* Supervisor's Position #: _____

* Supervisor's Position Title: _____

* Supervisor's DUID: _____

Effective Date of Reporting Structure Change

Date of Change: _____

Reason for Change: _____

Comments

Reported by

Your Name: _____

Your Email: _____

Your Phone #: _____

Your Position Title: _____

Your Division Title: _____

Required items are noted with an (*).

If you have questions, please call Shannon Seales at 303-871-2537 before submitting the form. **Please email the completed form to** shannon.seales@du.edu. Thank you.