## Arkansas State University Assignment/Change Form

Change Type	
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ASU ID	E	Employee Name				Personal	Email		
Dept Orgn		College/Dept				Emplo	yee Work Pl	none	
Dept Contact			Dept Co	ontact Phon	е				
<b>Proposed Detail</b>	(All Assignme	ent Types)							
Position	P	osition Title				Term		Benefits	Yes No
Grade	Sala	ary		Full-Time [	Part-Time	FTE	Internat	ional <u>Y</u> es	No
Work Load % Te	eaching	AdminRese	arch	Other	Undergra	duate Student	Graduate	e Student	Non Student
FUND ORGI	ORGN	GN ACCT	PROG	BUDGET		ANNUAL	EFFECTIVE DATES		% TO BE
	ONGIV			Page	Line	SALARY	From	То	PAID
								<u> </u>	
Supr Name		ID	Supr Pos	n .	Appr Name		ID	Appr C	Orgn
Present Assignm	nent Detail (O	verload, Assignm	nent Chang	ge, Salary Ch	ange, Supervi	sor Change)			
Position	P	osition Title				Term		Benefits	Yes No
Grade	Sala	ary		Full-Time	Part-Time	FTE	Internat	ional Yes	No
Work Load % Te	eaching	Admin Rese	earch	Other		aduate Student	Gradua	te Student [	Non Student
Work Load % Te	eaching A	Admin Rese	earch	Other			Gradua		
	eaching A	Admin Rese	PROG	BU	Undergra	ANNUAL	EFFECTI	te Student  VE DATES	Non Student % TO BE
Change Reason					Undergra	aduate Student		te Student [	Non Student
Change Reason				BU	Undergra	ANNUAL	EFFECTI	te Student  VE DATES	Non Student % TO BE
Change Reason				BU	Undergra	ANNUAL	EFFECTI	te Student  VE DATES	Non Student % TO BE
Change Reason				BU	Undergra	ANNUAL	EFFECTI	te Student  VE DATES	Non Student % TO BE
FUND		ACCT	PROG	Page	DGET Line	ANNUAL	From	VE DATES To	% TO BE PAID
Change Reason				Page	Undergra	ANNUAL	EFFECTI	te Student  VE DATES	% TO BE PAID
FUND		ACCT	PROG	Page	DGET Line	ANNUAL	From	VE DATES To	% TO BE PAID
FUND  Supr Name		ACCT	PROG	Page	DGET Line	ANNUAL	From	VE DATES To	% TO BE PAID
FUND  Supr Name	ORGN	ACCT	PROG Supr Pos	Page	DGET Line Appr Name	ANNUAL SALARY	From	VE DATES To Appr C	% TO BE PAID
FUND  FUND  Supr Name  Justification  Approvals		ACCT	PROG Supr Pos	Page	DGET Line Appr Name	ANNUAL SALARY  Date	From	te Student  VE DATES  To  Appr C	% TO BE PAID
FUND  FUND  Supr Name  Justification  Approvals  Dept Head	ORGN	ACCT	PROG  Supr Pos	Page  n ancial Aid	DGET Line Appr Name	ANNUAL SALARY  Date	From  ID  Budget	te Student  VE DATES  To  Appr C	% TO BE PAID
FUND  Supr Name  Justification  Approvals  Dept Head	ORGN	ACCT	PROG  Supr Pos  Fin	Page  n ancial Aid ernational	DGET Line Appr Name	ANNUAL SALARY  Date	From  ID  Budget  HR	te Student  VE DATES  To  Appr C	% TO BE PAID
FUND  Supr Name  Justification  Approvals  Dept Head	ORGN	ACCT	PROG  Supr Pos  Fin  Int	Page  n ancial Aid ernational	DGET Line Appr Name	ANNUAL SALARY  Date	EFFECTI   From	te Student  VE DATES  To  Appr C	% TO BE PAID  Orgn  Date