

Reports To Request Requirements

Scenarios:

- Change in organizational structure, either permanent or temporary, new position number as Reports to
- Change in appointment to an existing position

Documentation Requirements:

- Notification via email is sufficient. Please submit requests to Sara Hoek in Human Resources at shoek@csustan.edu.
- Approval/request from closest level MPP of requesting department/unit (cc: of MPP on email request satisfies approval)
- Information required in the request:
 - Effective Date of Change
 - Employee ID (if available)
 - Employee Name
 - Position Number (if available)
 - New Reports to Name
 - New Reports to Position Number (if available)
- If greater than 5 employees are affected, create an Excel list of the employees